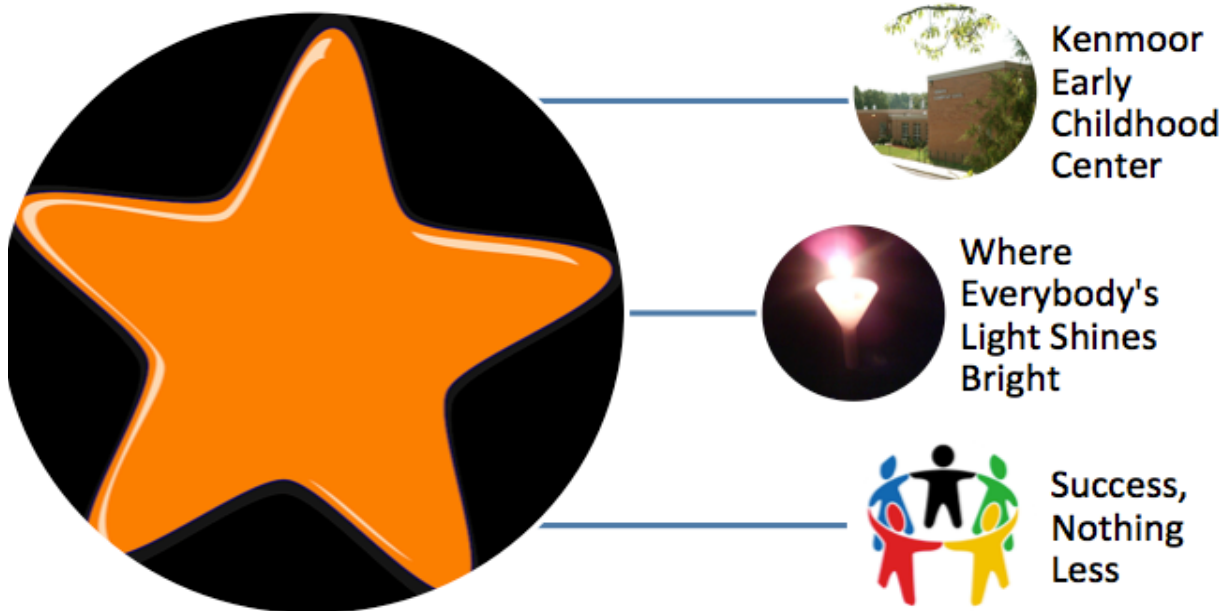


# Kenmoor

## Early Childhood Center

### Pre-Kindergarten Handbook



3211 82<sup>nd</sup> Avenue  
Landover, MD 20785  
301-925-1970  
Alma Lawson, Principal  
Lisa LaMar, Coordinator

### **Kenmoor Mission Statement:**

To provide early intervention with a shared responsibility among ALL stakeholders, building the foundation in social-emotional and academic skills for our students to be kindergarten ready and model citizens, while embracing ability level and cultural background.

### **PREKINDERGARTEN INFORMATION:**

The **Pre-kindergarten Program** in Prince George's County fosters the development of literacy, academic skills, oral language, and self-respect as well as selected skills necessary for a successful beginning school experience. Using a thematic approach, with a variety of drama, music, art, literature, and manipulative activities children will grow socially, emotionally, physically, and cognitively.

Enrollment is offered to students who:

- will be four years old by September 1
- live within the established attendance area
- complete registration procedures and meet Maryland State Department of Education criteria
- meet income eligibility requirements

Maximum enrollment will be twenty students per session.

### **MEALS**

Breakfast and lunch will be available to Prekindergarten students. Students may purchase their lunch or bring their lunch from home. Breakfast and lunch prices are subject to change. The price of breakfast is \$1.60. Milk is \$0.55.

The price of lunch is \$2.75. (The prices are subject to change)  
Free and reduced lunch applications will come home during the first few weeks of school. Students requesting free or reduced breakfast and lunch will receive those meals once eligibility has been determined. The Food and Nutrition Services staff at the Sasscer Building will review the student's application. You can check the status of your application by contacting Food and Nutrition Services at (301) 952- 6517 or [myschoolapps.org](http://myschoolapps.org).

### **CURRICULUM:**

The Early Childhood Centers will be implementing the College and Career Ready Curriculum also known as the Common Core Curriculum in Mathematics & Literacy. The Mathematics experience in the early childhood setting will concentrate on numbers (which will include whole numbers, operations, and relations), geometry, spatial relations, and measurements, with more mathematics learning time devoted to numbers than the other topics. The Literacy experience will concentrate on Reading Literature, & Informational Text, Foundational skills, Writing, Speaking & Listening, and Language.

The College and Career Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. The College and Career Standards will provide our students with a high-quality education.

### **SOCIAL AND EMOTIONAL DEVELOPMENT-DISCIPLINE POLICY**

The Staff at Kenmoor Early Childhood Center uses a developmental approach to foster appropriate social and emotional growth in our

preschool population. Appropriate behaviors are modeled and reinforced.

To help foster understanding, the rules are presented verbally by the teacher and posted in each classroom in picture and written form. The classrooms are highly structured and organized to help the students learn socially acceptable behaviors.

Kenmoor ECC has a professional school counselor who works with each pre-kindergarten classroom to foster the development of appropriate social skills.

### **ATTENDANCE:**

Daily attendance at school is critical to your child's progress. If your child is absent, please send a note explaining the absence. Please call or email your teacher if your child will be absent more than two consecutive days. If your child is out for three consecutive days, the classroom teacher will call to inquire, if they have not already received notification for the family.

Children who are ill should remain at home until they are well enough to participate in the regular school program. Children must be without a fever for 24 hours before returning to school.

If a child becomes sick or injured during the school day, parents will be called. School staff cannot transport children home. Parents or an authorized adult must pick up a sick child. Photo identification is required of any adult that picks a student up from school.

### **MEDICATION:**

If your child needs to take any medicine at school, a medication form must be completed and signed by a physician before the school can administer the medicine. The use of a mechanical device such as an inhaler or nebulizer for the treatment of asthma and other respiratory problems, also requires the completion of a medical form. Forms can be obtained by calling the school nurse or by downloading the forms from [www.pgcps.org/health-forms](http://www.pgcps.org/health-forms).

Please note that these forms require a parent/guardian signature in addition to completion by your physician. If your child requires an EpiPen administered after a severe allergic reaction to some substance, you will need to call the school nurse for a different form.

Medication will only be given at school if times cannot be readjusted for home administration.

### **IMPORTANT:**

**All medications must be given directly to the school nurse by the parent or guardian, Medication CAN NOT be placed in the child's backpack! The bus drivers and bus assistants will not be able to bring the medication to school!**

**ALL MEDICINE MUST BE IN A PHARMACY BOTTLE, WITH THE CHILD'S NAME, PRESCRIPTION, AND PHYSICIAN'S NAME CLEARLY INDICATED.** If your child will be taking medications at school, please call the school nurse, at 301-925-1970.

### **ARRIVAL AND DISMISSAL:**

School hours are 9:30 am to 3:30 p.m.

Should parents transport children by car, parents are asked to park on Barlow Road. **Please do not enter the circle in front of the school**

**during the following hours: 9:15-10:00 am, 11:30-12:15 pm, 3:00pm-3:45pm.** (see attached [map](#)) Your child should be escorted directly to the office. The child should not enter the building without an adult. The parent/ guardian must sign in with a state issued ID in the main office or with the teacher. Students cannot be released to the teacher until 9:30. No child can be left in the building without adult supervision. The office staff is not able to supervise children.

Upon arrival, parents are to report to the office and present Photo Identification in order to obtain a visitor's pass before escorting their child to the classroom. If a child and his or her parents arrive early, you will be asked to wait until 9:30 am. After the first bell rings, staff will report to the lobby to receive the children. Children may not enter the classroom unless a teacher or assistant is present. Please do not go to your child's classroom prior to 9:30 am.

If your child arrives at school after the scheduled start time or needs to leave before dismissal time, it will be necessary for you to sign your child in or out in the office. **A child will not be released to an adult without photo identification.**

If it is necessary for your child to have an early dismissal, he or she must be signed out in the main office before leaving the building. The parent/guardian taking the child for early dismissal must have personal identification with a picture such as driver's license or any other state issued photo ID. We will not release the child to anyone other than the parent or guardian without advanced written notification. **Early dismissal will not occur after 3:00PM.**

### **EMERGENCY DISMISSAL AND DELAYED OPENING:**

Please make certain that you have made arrangements for your child in case of early closing due to weather or other emergency. We make every effort to notify parents through the schoolmessenger system. Please be sure to update your contact information including your

email address in schoolmax. The schoolmessenger system sends the message to the information that is in schoolmax.

If you think schools will be opening late or closing early due to weather, listen to the radio or watch television for school information. Please do not call the school as it ties our telephone lines making it difficult for us to receive telephone calls. You may also obtain school closing information at the school system website of [www.pgcps.org](http://www.pgcps.org).

### **TRANSPORTATION:**

Bus transportation is provided on established routes. Each child will be dropped off and picked up at the closest, safe bus stop. Your child must be at the bus stop on time. A responsible adult must meet children on time at the bus stop at the end of the school day. If an adult is not at the bus stop, your child will be returned to the bus lot and you will be contacted. If your child is repeatedly returned, a conference/meeting may be called with the transportation supervisors to resolve the problem.

Students must behave in a manner that is safe and courteous while on the school bus. Students are reminded to sit in the seat, talk quietly to their friends, and listen to the bus driver and/or bus attendant.

If there is a change in address the school must be notified immediately. School personnel will need to ensure that the student is still within the school boundary.

Students who move out of the attendance area during the school year will be **withdrawn from the program**. Students who move into another Pre-kindergarten attendance area will be referred to that program on a space available basis.

### **SUPPLIES:**

The school provides most supplies. However, each child should carry a book bag/backpack daily and have a complete change of clothes (underwear, socks, shirts, pants) stored at school, please label each piece of clothing.

### **TOYS:**

Toys from home are not permitted unless specifically requested in writing by your child's teacher. Please do not allow your child to bring any valuables to school.

### **MONEY:**

Children should not bring money to school unless specifically requested in writing by your child's teacher or you are sending money for lunch/breakfast. Money should only be sent in a sealed envelope with the child's name, the special activity/reason for the money and the amount inside clearly written on the front. **Please contact your teacher to let them know to look for the money in the child's backpack.**

### **CLOTHING:**

Your child will be an active learner; therefore, clothes should be "wash and wear". Shoes should be sturdy and appropriate for outside play, flip-flops, open toe shoes, and high-heeled shoes are strongly discouraged due to the possibility of injury. A 15-20 minute outside motor/play period is a part of each day unless the weather is inclement or the temperature is very cold/hot. Please provide your child with a hat, coat, sweater, or mittens when appropriate for the weather.

It is requested that all clothing be labeled with your child's name (e.g. coats, sweaters, hats, mittens, boots, etc.) as many clothing items look alike.

## **CONFERENCES AND COMMUNICATION:**

Communication between home and school is essential. You will receive a note or telephone call from your child's teacher if a need arises. Please call your child's teacher at 301-925-1970 between 8:30-9:15 and 3:45-4:00 with your questions or concerns. Teachers are not able to answer telephone calls during the school day. Please leave a message and your call will be returned as soon as possible. Email is the best way to communicate with teachers, if you do not need an immediate response. In order to maintain communication, please update your telephone number whenever it changes.

## **PROGRESS REPORTS:**

There will be a written progress report for Prekindergarten students, issued in January and June. A conference will be scheduled in October and February to discuss your child's progress and parents are strongly encouraged to attend. It is to your child's benefit when the home and school work together as a team.

Conferences with teachers should be arranged by appointment with your child's teacher. If for some reason your child is not progressing at the rate the teacher might anticipate, the parent will receive an interim progress report indicating where the deficiencies are occurring and a parent/teacher conference will be held.

## **CLASSROOM VISITATION:**

We encourage classroom visitation. Volunteers must have a background check. All visitors to the school building are required to report to the office before visiting classes in accordance with Board of Education School Policy. This is for your child's protection. You will be given a

"Kenmoor Parent" nametag to wear proudly! Siblings should not visit the classroom, as their presence can be disruptive to the other children.

### **FIELD TRIPS:**

Field trips are an enriching part of the pre-kindergarten program at Kenmoor. Permission slips and money must be returned to school by the date indicated on the permission slip, chaperones must first, complete PGCPs fingerprinting requirements. Chaperones must ride the bus to and from the activity with the class. Siblings are not permitted on ANY field trip. No child will be denied participation on a field trip due to inability to pay. Please make your child's teacher aware if you have this concern. However, the field trip permission form must be signed and returned for the child to attend the activity.

Maryland State Law requires fingerprinting for all volunteers. To comply with this requirement, you must go to the address listed below:

**14201 School Lane**

**Temporary 472 (rear of building)**

**Upper Marlboro, MD 20772**

**301-952-6775**

NOTE: Office Hours are Monday through Friday, 8AM to 11:45AM and 12:30PM to 3:45PM

Chaperones must have fingerprinting. A copy of the fingerprinting must be provided to the office to be kept on file.

Costs of these Services are:

Fingerprinting - \$59.32 (This might be updated by school system)

Commercial Background Check - \$7.26

Acceptable forms of payment for background checks are:

- Cash
- Visa
- Master Card
- Money orders
- Personal checks are not accepted.

Cost is subject to change.

### **BIRTHDAYS:**

Birthday celebrations at school for Prekindergarten students are permitted. Due to many student allergies, no home cooked products are permitted, special treats must be store bought with the ingredient label clearly posted for staff to examine. Please discuss your birthday ideas with the teacher before sending any treats to school.

### **PEANUT ALLERGIES:**

Many of our students have allergies to peanuts. The school has implemented the following precautions to assure the health and safety of all our students.

Please do not send in the following items:

- Peanut butter sandwiches
- Peanut butter on crackers
- Peanut butter cookies
- Any other product that contains peanuts.

We understand that this might be challenging for some of our students. Know that our teams will work with your family. The health and safety of all of our students is the highest priority for all our children.

### **CELEBRATIONS:**

We may have small celebrations at Christmas, Valentine's Day, and at the end of the year. If you prefer that your child not participate, please inform your child's teacher. An appropriate alternative activity will be arranged.

### **PARENT TEACHER ORGANIZATION:**

Kenmoor ECC encourages parents/guardians and friends to become members of our Parent Teacher Organization. These programs are designed by the Executive Committee of the PTO based on the recommendations and requests of the membership. The PTO has focused on family activities and family involvement. We hope that everyone will join our PTO family!

### **SHELTER IN PLACE:**

*Shelter in Place* is a directive given by the authorities that indicates it is safer to have children inside a school building than out in the community. Under the *Shelter in Place* directive the students are to remain in the building until an all clear signal is given by authorities.

In the event of a national or local emergency and a *Shelter in Place* directive is given while the students are on the bus, school buses are asked to take the children to the nearest school. In this event we want to provide helpful information to the school that may not be familiar with your child. We will provide our bus drivers with emergency information and emergency name tags for this situation. We ask that parents support

this effort by giving us updated information as their emergency information changes.

If a *Shelter in Place* directive is given while the students are in Kenmoor Early Childhood Center they will move promptly to the multipurpose room and follow the procedures practiced during our emergency drills. (If we are asked to *Shelter in Place* for a tornado or other inclement weather we move to the interior hallways instead.)

Under a *Shelter in Place* order, **please do not come to school to pick up your child.** The purpose of *Shelter in Place* is to keep the children safe in inclement weather.

The doors will remain locked. Once the direction is given by the authorities to release students, you may come to the school to pick your child up. Students will be signed out one at a time. Be advised that the person picking up your child must have photo identification and be an authorized adult that has been listed on the Emergency Contact Form.

### **HOW YOU CAN HELP:**

The pre-kindergarten students participate in building-wide language themes. Accompanying these themes are famous children's stories and nursery rhymes. You are encouraged to reinforce these themes at home and on family trips to the local library.

Families are strongly encouraged to read to their pre-kindergarten students on a daily basis. We know that this early literacy activity makes a significant difference in the child's development of reading skills in the early grades.

Be a role model; having your child see you read is powerful. Let them see your reading for pleasure and for information. They will want to read too. Remember that you are a child's best role model.

### **CULMINATING ACTIVITIES:**

The school may have a special event that serves as culminating activities for the theme. Please refer to your school calendar and teacher newsletter for details. Volunteers are needed for many activities. We encourage every family to support at least one activity during the school year. Please be assured that we welcome your input and involvement to give your child the very best of educational programming.

If you have materials to lend that support our themes we would be most appreciative. We try to provide the students with role models who have careers related to our topics. If your job is related to one or more of our themes we urge you to share your career with our children.

### **SCHOOL COLORS & MASCOT:**

Kenmoor Early Childhood Center's school colors are Blue and Orange. Our school mascot is a Bright Orange Star.

### **CHILD FIND:**

If you have a preschool child for which you have developmental concerns, you may refer your youngster to "Child Find"; the telephone number is (301) 925-1986. The intake secretary will take some basic information and refer your child to an assessment team who will do the screening and/or assessment. The results of the screening and/or assessment will be provided to the parent or guardian in writing. There is no cost for the assessment services.

**Educating children takes everyone and together we can give our children a quality education and watch them grow!**





**Kenmoor Early Childhood Center**  
3211 82<sup>nd</sup> Avenue • Landover, Maryland 20785 • 301-925-1970  
Alma Ezell-Lawson, Principal

To whom it may concern:

Please sign below to confirm that you have received a copy of the  
Pre-Kindergarten Handbook.

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I, \_\_\_\_\_ have received a copy of the 2023-2024 Kenmoor Early  
Childhood Prekindergarten Handbook.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature