



Somerset Academy Avenir

PreK Program

2026-2027

Parent/Student Handbook

INTRODUCTION

The Pre-Kindergarten program will provide children with the opportunity to explore, observe, and experiment. The learning environment encourages a preschooler to ask questions, make conclusions, and develop independence. Daily large and small group learning centers will stimulate a child's cognitive, social, emotional, and physical growth.

Throughout the school year the children will develop skills while learning about themes meaningful to their lives. In our program, we continuously meet the developmental needs of the children as they grow and require new challenges throughout the year.

CURRICULUM & INSTRUCTION

Somerset Avenir Pre-Kindergarten curriculum and instruction is focused on the Florida Early Learning and Developmental Standards. Standard details can be found on the [FLDOE Division of Early Learning website](#).

Standard Domains include:

- Physical Development
- Approaches to Learning
- Social & Emotional Development
- Language & Literacy
- Mathematical Thinking
- Scientific Inquiry
- Social Studies
- Creative Expression through the Arts

Circle Time:

The day begins with circle time every morning. This is the time where children are exposed to our daily routine of calendar, weather, the alphabet and phonemic awareness. Weekly and daily themes are introduced along with story time and related vocabulary words.

Centers:

Center time is learning time for the children. It is their time to create, discover, explore, interact with their peers, while having fun. Many of the center activities revolve around the main topic of learning. Although it may appear as though the students are just playing throughout the day, please remember that the children are learning through their play.

Curriculum Resources:

Somerset Academy Avenir uses Frog Street and iReady magnetic reading and math resources.

Outdoor Play:

Outdoor play is a scheduled part of the daily program.

Rest Time:

Young children need a certain amount of "rest time" to assure they are not overwhelmed by daily routines. You will need to provide a labeled sleeping bag for kids (no folding nap mats), It must be small enough to fit in their cubby. We will be sending home your child's sleeping bag home every Friday for laundering as needed.

THE SCHOOL DAY

School Calendar – Somerset Avenir follows the Palm Beach County school calendar and any closures (inclement weather, holidays, professional development days, etc).

The school day for Pre-K begins at 8:30 am and ends at 2:15 pm.

Arrival- Students can be walked to the classroom door or dropped off in carline.

From the carpool loop, PreK students will be escorted to the classroom with a staff member. Students are to be seated in their classroom and ready to learn by 8:30 am.

Drop off between 7:45am-8:30am

Departure- Dismissal is at 2:15 pm however, should you need to pick up your child earlier, please arrive to the main office prior to 1:30pm. We will be using the "Silent Dismissal" system in which every child will be assigned an individual number and carpool tag. The person authorized to pick up your child **MUST** clearly display the carpool tag with the child's number in order to take them home. You will be required to use the car line for pick up.

Attendance:

We expect our students to practice and demonstrate excellent attendance to prepare for kindergarten. Please make every effort to have your child attend school on time daily. Parents are to contact the teacher if their child is going to be absent stating the reason. The school will request a doctor's note for any illnesses causing an absence of 3 or more days.

POLICIES & PROCEDURES**Registration and Tuition:**

All children planning to attend Pre-K. at Somerset Academy Avenir **MUST** be 4 years old by September 1st. The tuition fee is \$995.00 per month. There is a non- refundable application fee of \$100.00. Tuition payments **MUST** be made between the 1st and 5th of each month. **Any late payments made after the 5th of every month will be charged a late fee of \$50.00. If tuition is not paid by the end of the day on the 5th, the child may not return to school until payment is received.**

All payments and registration forms must be completed through the Brightwheel site.

- Registration form
- Signed parent handbook
- Signed tuition agreement
- Registration/supply fee

Copies of the following additional forms must also be on file with the office:

- Birth certificate
- Health & immunization forms

Monthly payments for the year include:

- August
- September
- October
- November
- December
- January
- February
- March
- April
- May

Admissions:

All admissions are conditional. The program may refuse admission or dismiss any child whose behavior or disruptive or harmful to other children, staff, or program operations.

As a private early childhood program, we are not required to develop or implement Individualized Education Programs (IEP's). When behavior raises concerns about a potential disability or developmental delay, our protocol is to refer the family, at their discretion, to external evaluation resources, including local school District's Pre-K Exceptional Student Education/Child Find office and the Florida Diagnostic and Learning Resources Systems (FDLRS).

We do not conduct or mandate evaluations, and any referral or exchange information occurs only with parent consent.

Preferences:

Available seats in the pre-K class will be offered in the following order:

1. Somerset Staff
2. Current Somerset Families
3. General public

Goals for the Year:

We work on being consistent with everything we do, and we follow through with all our rules in the classroom (sitting down, raising hands, listening to one another, and we use words - not hands - to communicate with our friends, respectful, responsible in caring for classroom materials (books, furniture, toys, electronic devices etc.) Our curriculum is set up to help each child grow socially, emotionally, physically and cognitively in an environment where he/she is having fun and learning at the same time.

Uniform:

- All students wear Somerset uniform polo tops and bottoms
- Purchase at All Uniform Wear Store online or at the West Palm Beach location.
- Closed toed, athletic shoes and socks.
- Cold weather: Somerset jackets or sweaters only, neutral long sleeve shirts underneath, plain tights or leggings underneath shorts or skorts.
- Accessories should be minimal and not distracting.

*A change of clothing (back up uniform) should be in a labeled bag in the child's backpack in case of any

accident.

Communication:

Regular communication between school and home is essential for student success. The lines of communication must always be kept open

A weekly newsletter will be sent home from the teacher (electronically) describing the activities that happened throughout the week.

It is best to communicate with your child's teacher via email.

Security:

For students' safety all classrooms will be locked from the outside.

Visitors must check in at the main office.

Before and Aftercare is available for an additional fee. Registration for before and aftercare occurs in July prior to the school year starting.

Morning care: 7am-7:45am

After care: 2:30pm-6pm

Breakfast/Lunch:

School breakfast and lunch will not be available to our Pre-K students.

Children should have a nutritious breakfast prior to arriving at school. Students will bring a lunch box and water bottle each day labeled with their name. We do not have the means to heat up food; you may use a thermos to keep the food warm.

Do not send in hard food, candies, and gum since they are a choking hazard.

Some children have food allergies; therefore, we are a **Nut Free classroom**. We ask that you avoid putting them in your child's lunch box and replace them with other nutritious alternatives.

Should your child have any food allergies please advise the child's teacher.

Birthdays:

We know how special this is to your child, please contact your child's teacher prior to the birthday if you wish to send a celebration treat for school. We encourage you to donate a book from your child to the classroom library for their book. Any celebration items for the class should be a **non-food item** (bookmarks, etc). Food is not allowable for birthdays.

Bathroom:

Pre-Kindergarten children MUST have independent toileting skills. All students MUST be able to wipe and clean themselves independently or they will NOT be allowed to attend our Pre-K. If your child has an accident in his/her pants on a daily basis you will be called and asked to come to the school. You will need to provide a change of clothes in case of accidents. *Please be advised that we cannot clean the children in case of an accident.*

Illness:

The staff strives to maintain a sanitary room. Upon arrival students will be asked to wash their hands before taking their seats. Students will also be reminded to wash hands after bathroom use and before eating.

All classroom items are all washed with hot soapy water and rinsed with a water/bleach solution to keep

items sterile, we also ask that you take your child's sleeping bag home on the last school day of the week to be washed. Remember that germs are easily passed with this age group and that daily baths will keep the risk of germs from getting passed around when they get home.

Medication:

Somerset Academy requires that an AMF (Authorization for Medication) form be filled out for any prescription or non-prescription medication that needs administration. For any medication that needs to be taken multiple times per day, please administer the a.m. dose at home prior to school and the p.m. dose after school. Please check with your doctor about flexibility in administration times as ALL students will be given medication after lunch. **Teachers are NOT allowed to administer any medication to the children.** The trained health designee in the office will be responsible for giving medication using the proper documentation.

Please make sure that any medications that are to be given to your child comply with the following criteria:

- Any Prescription Medication must be in the original childproof container, clearly labeled with the child's name, physician's name and number, and instructions on administration and expiration date.
- If your doctor gives you samples of any drugs to give your child, we need to have a note from the doctor stating that your child is being treated with this medicine. The note must state the name of the medicine, how long the treatment will last and when it needs to be given to the child.
- No oral over-the-counter medicines, (ex., Robitussin, Dimetapp, Tylenol, Benadryl, etc.) will be given to the children unless we have a prescription from the doctor stating that he/she has prescribed the medicine to treat your child.
- Topical ointment may be applied if it is in the original tube, clearly labeled with the child's name and the parent fills out the medication form.
- Please do not put any medications in a bottle of milk or juice sent from home. Please do not put any medications in your child's book bag or lunch box. This could endanger any child as accidental ingestion may occur.

Accidents:

Although it may be unsettling to find a bump, bruise, scrape or bite on your child, there are a few things to keep in mind. First, getting hurt is a normal part of growing up.

Children of this age group are especially active throughout the day as they explore their environment. It is also important to keep in mind that although an injury may have left a mark on your child, it does not mean your child cried or even noticed. Unless it is a serious injury, children usually get up and walk away and continue what they were doing. Whatever mark may be on your child is not necessarily an indication of how much pain she/he may be feeling or the severity of the injury. You will receive an accident report for all injuries that occur. A phone call will be made to advise the parents of injuries or other situations.

BEHAVIOR MANAGEMENT

A classroom community is a safe place to learn and grow. Therefore, a classroom needs basic rules that create a safe environment.

Somerset Avenir students are expected to behave in ways that show respect for themselves, for other students, and for staff. Students are expected to behave in ways that are conducive to learning for everyone

in the class. Misbehavior on the part of the students can generally be corrected when the home and school work together to support teaching and reteaching behaviors.

All students will follow Somerset Avenir's PAWS behavior expectations.

PAWS	What It Looks Like
P – Positive	Be encouraging, respectful, and supportive to others.
A – Actions	Make good choices and follow directions the first time.
W – Work Hard	Always try your best and stay focused on your goals.
S – Safe	Keep your body and materials to yourself. Move carefully and responsibly.

Acts of disorderly conduct may include but are not limited to the following:

- Dishonesty
- Disruption of the educational process
- Biting, hitting, kicking others (students or staff)
- Disrespectful or abusive language between or among students, including profanity
- Failure to follow instructions.
- Vandalism
- Theft
- Dress code violations (warnings will be issued)

Any concerning behaviors or threat of harm towards self or others (verbal, non-verbal, written, or digital) is taken very seriously. Regardless of intention, a threat assessment must be conducted by the school-based team. The parent of both the student of concern and the victim will be notified of the incident and investigation.

Please talk with your child about appropriate play and language that does not mimic shooting, killing, or hurting others. Any play or threats of harm toward self or others will result in a mandatory threat assessment.

Consequences can include but are not limited to:

- Verbal warning
- Loss of privilege
- Parent contact
- Administrative consequences – may include temporary removal from class or the program or permanent removal from the program for repeated or egregious offenses.

Teachers will never use corporal punishment or offensive language toward a student.

Referrals – Students who receive three referrals for chronic behaviors may be dismissed from the preschool.

Struggling Students:

We use warm, developmentally appropriate guidance to support every child's growth.

When a child's behavior suggests that additional support may be beneficial, we partner with the family to make reasonable adjustments within our setting provided that these adjustments do not fundamentally alter the nature of our program, impose an undue burden, or compromise safety.

If, after documented efforts, a child's behavior continues to substantially disrupt the program, or jeopardize safety, we may, in its sole discretion, determine that another setting would better meet the child's needs and end enrollment.

We also reserve the right to take any allowable disciplinary or administrative action including suspension, conditional attendance, or administrative withdrawal and to restrict behaviors it deems inconsistent with its policies, whether expressly enumerated in this handbook.

Items not permitted at school

Students are not permitted to bring toys, money, candy, or electronic devices from home into the classroom (unless authorized by administration). The school will confiscate items that are not permitted and will remain in the office until a parent comes to the office to retrieve it. Please regularly check your child's bag for compliance. Somerset Avenir is not responsible for any lost or stolen items brought to school.

Volunteer Hours/Field Trips:

Our program is tuition based and therefore volunteer hours are not required. However, if you have a sibling at Somerset you can earn part of the hours with PreK class.

Pre.K. 4 students may go on field trips throughout the school year. You will be given prior notice, permission and payment information. Students must wear their spirit shirts on field trips.

Progress Reports & Parent/Teacher Conferences:

Progress report marks reflect the student's academic progress. The marks provide communication on the student's learning and progress throughout the year on pre-kindergarten skills. Marks are a culmination of multiple formal and informal assessments from the staff. Progress reports will be shared each trimester on the elementary grading period schedule.

- Pre.K students will receive a progress report each trimester on the same schedule as the elementary school.
- We will have 2 formal parent-teacher conferences, one in the fall and the other in the spring to discuss your child's progress.
- Should the need arise for a conference at another time during the school year please feel free to contact your child's teacher.

Use of Student Photographs or Video:

Photographs or videos of classroom activities will be taken daily throughout the year and may be shared on the class feed, our school website, on social media, or in school advertising. If you object to this use, please inform the main office.

Family Rights & Privacy

The revised Family Rights & Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only parents and authorized individuals have legitimate educational interest will have access to your child's records.

Internet Use Policy

We recognize that while the internet has the potential to provide vast resources and learning opportunities for our students, searching the internet can expose your child to inappropriate material. We have a content filter and work to ensure children are not exposed to inappropriate content. Many of our instructional programs are accessed through Colegia, our internal learning management system or downloaded directly to the device.