



## **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.

#### **DEVELOPMENTAL OBJECTIVES**

##### **COGNITIVE GROWTH**

- Develop a positive attitude toward learning
- Be successful in learning activities
- Make discoveries
- Accept new challenges
- Build persistence and learn perseverance
- Continuing with tasks after making a mistake
- Ask questions
- Use perceptual motor skills
- Explore and investigate something new in the environment
- Recall experiences
- Expand logical thinking skills
- Identify similarities and differences among objects (shapes, color, texture, sizes)
- Sort objects according to common characteristics
- Identify common characteristics of objects or events
- Arrange events in a sequence [i.e. what happened first, second, and last]
- Recognize patterns and repeat them
- Explain simple cause and effect relationships on the basis of concrete experiences
- Identify solutions to problems

**To acquire concepts and information leading to a better understanding of the immediate world, students will:**

- Demonstrate an understanding of the concept of time (sequence of the day's activities, yesterday, today and tomorrow)
- Identify and use the names of objects and things in the environment
- Make comparisons (i.e. more/less, tall/short, large/small)
- Recognize and use words to describe the characteristics of objects (i.e. colors, sizes, shapes)
- Understand the roles people play in society (i.e. family, doctors)
- Identify where objects exist in space (i.e. below, inside, under)
- Match one to one correspondence when counting

**To expand on verbal communication skills, the students will:**

- Listen to a story and explain what happened
- Recall words in a song or finger play
- Identify word order and sentence patterns
- Follow simple directions
- Use words to explain ideas or feelings
- Talk with other children during daily activities
- Use correct grammar
- Participate in group discussions
- Acquire beginning written communication skills
- Make increasingly representational drawings
- Move from scribbling to using some letters and numbers to recognize written names
- Print one's name
- Demonstrate an interest in using writing tools for a purpose (i.e. making signs, sending letters)

**Social/ Emotional/ Physical Growth:**

- Experience a sense of self-esteem
- Identify oneself as a member of a specific family and cultural group
- Gain confidence in growing abilities
- Demonstrate increasing independence
- Develop interest and enthusiasm in classroom activities
- Attempt new activities
- Establish trust in adults
- Build independence and separate from parents with ease for the school day
- Participate in routine activities easily

**To demonstrate pro-social behavior, the students will:**

- Develop friendships with adults and children
- Appreciate differences
- Accept their personal responsibility for maintaining the classroom environment
- Help others in need
- Respect the rights of others

**To enhance large muscle skills, the students will:**

- Use large muscle skills with confidence
- Walk up and down steps
- Run with increasing control over direction and speed
- Jump over objects or from objects without falling
- Use large muscles for balance (i.e. walk on tiptoe, balance on one foot)
- Catch a ball or bean bag
- Throw an object in the intended direction
- Climb up or down equipment without falling

**To enhance and refine small muscle skills, the students will:**

- Use small muscle skills with confidence
- Coordinate eye and hand movement
- Use small muscles to complete tasks (i.e. build with blocks, stack graduated cylinders, place pegs in pegboards)
- Use small muscles for self-help skills (i.e. pour without spilling, use eating utensils, zip and button)
- Manipulate objects with increasing control
- Use writing and drawing tools with increasing control and intention

**To use all senses to increase physical capabilities, the students will:**

- Recognize similarities and differences in sounds
- Identify how things are visually alike and different
- Identify foods by taste or how things smell
- Balance with increasing skill
- Respond to rhythm
- Use directionality
- Refine eye-hand coordination

**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.

## **Policies and 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.**

### **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.

### **Arrival/Departure/Tardies:**

**Arrival-** The school day for Pre-K begins at 8:30 am and ends at 2:15 pm. From the carpool loop, PreK students will be escorted to the classroom with a Pre-K assistant. 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.

### **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.

### **Communication:**

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

### **Security:**

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

**Before and Aftercare** is available for an additional fee.

**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.

**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.

**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:**

Because preschoolers are oral in development, (putting toys in the mouth, licking objects, putting hands in the mouth, and then touching items) germs are easily passed. 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, 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.

## **BEHAVIOR MANAGEMENT:**

The purpose of discipline is to help children learn ways of behaving that are acceptable to themselves and to others. With very young children, this usually means setting limits for their safety, the safety of others and the safety of property. Young children need to be reassured that the people who care for them will guide and protect them. All behavior has a reason and it is part of our behavior management to find out the cause of the behavior before setting a program to help a child deal with those difficult times. We understand and agree to the following discipline policy:

- No discipline shall be severe, humiliating, or frightening. No discipline shall be associated with food, rest, or toileting. Spanking and any other form of physical punishment is prohibited.
- Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits for the benefits and safety of all children. If the unacceptable behavior is not resolved, a child's teacher will call his/her parent(s).
- Should the unacceptable behavior not be resolved with redirection or parental contact a parent/teacher/administration conference will be arranged immediately and enrollment may be terminated at the Principal's discretion. Your child's teacher will discuss their own classroom management procedures. If the behavior continues, your child will be given a referral. After three referrals in a school year, students may be withdrawn from the school.

## **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.

#### **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.

#### **Weapons and Rough Play:**

Research has proven that toy weapons increase aggression and negative interactions. Therefore, no such toys (or any toys) are permitted. Hitting, fighting, biting, and destructive role-playing is discouraged at all times.

#### **Weekly Newsletter:**

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

#### **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:**

- 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.

#### **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.



**Somerset Academy Avenir  
Pre-Kindergarten 4 Parent Contract  
2026-2027**

Please read, sign and submit this form by \_\_\_\_\_.

By signing this form, I agree to the following:

- I have read the Somerset Academy Pre-Kindergarten Parent Handbook and I agree to cooperate with all the policies contained therein.
- I have read and agree to abide by the Behavior Management Policy
- I agree to abide by the guidelines on the Tuition and Registration Agreement.
- I understand that the non-compliance with the policies of the school is a breach of contract and cause for dismissal from the Preschool.
- I authorize Somerset Academy to use my child's photograph or appearance in any advertising or other media.  YES  NO

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Print Name of Parent or Guardian 1. \_\_\_\_\_

Signature of Parent or Guardian 1. \_\_\_\_\_

Print Name of Parent or Guardian 2. \_\_\_\_\_

Signature of Parent or Guardian 2. \_\_\_\_\_