



PRE-K 3 & 4 HANDBOOK

2024-2025
School Year

Contact Information

A.G.B.U. Alex & Marie Manoogian School
22001 Northwestern Hwy.
Southfield, MI 48075
(248)569-2988

Principal:
Sonia Kalfayan skalfayan@manoogian.org

Teachers:
PK3 Mrs. Armineh Terziyan aterziyan@manoogian.org
PK4 Mrs. Tamar Kevorkian tkevorkian@manoogian.org

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Dear Parents of PreK,

I welcome you to our Preschool 2024-2025 school year. Our school has a vital function in the Armenian community of metropolitan Detroit. The friendly atmosphere not only enhances the good upbringing of our students, but it also provides them with an understanding and appreciation of their cultural heritage. At the same time, our program increases motivation for achievement in all aspects of learning. We are looking forward to working with you in order to help your child/children have excellent experiences at the A.G.B.U. Alex and Marie Manoogian School.

Sonia Kalfayan
Preschool Principal

Discipline

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, A.G.B.U. Alex & Marie Manoogian Preschool uses a positive approach to discipline and practices the following discipline and behavior management techniques.

We Do

- Communicate to children using positive statements
- Communicate with children at their level
- Talk with children in a calm quiet manner
- Give attention to children for positive behavior
- Praise and encourage the children
- Apply rules consistently
- Model appropriate behavior
- Provide alternatives/redirect children to acceptable activity
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to children and respect the children's needs, desires, and feelings

We Do Not

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping).
- Hurt, shame, or belittle a child.
- Threaten or intimidate a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.

Preschool Goals

The following philosophy and goals will be developed in our Armenian and English curriculum to the best of our ability. Each of these areas of development is essential for the child's total growth.

- A. The **Physical Development** refers to all needs and functions of the physical body.
- Develops an awareness of the five senses.
 - Develops fine motor skills.
 - Develops gross motor skills.
 - Acquires health and safety habits.
- B. The **Social Development** refers to the individual interacting with other persons and environments.
- Accepts and offers a caring and sharing behavior.
 - Increases perceptions and curiosity about the world.
 - Chooses appropriate social behaviors.
 - Exhibits responsibility towards self, others and the environment.
- C. The **Emotional Development** refers to the perceptions and feelings which one has about oneself.
- Develops self-esteem.
 - Expresses and accepts feelings/ideas in self & others.
 - Develops ability to cope in new situations.
 - Exhibits self-satisfaction in learning and doing.
- D. The **Cognitive Development** refers to the numerous thinking skills.
- Gain and extend basic language skills.
 - Increase skills in memory, sequential thinking and problem solving.
 - Organize, classify and integrate experiences.

General Information

- The Preschool hours will be Monday - Friday, 8:00 A.M. – 2:55 P.M.
- For the most part, Preschool follows the Elementary calendar. Please see the calendar on the school's website for schedules including half days and vacation weeks.
- **Orientation is Tuesday, Sept.3, 2024 from 8:00-9:00 A.M.**
- Only Preschoolers have half days the first week of school September 4-6, 2024. This is to help the young ones adjust to the school setting. On these days we ask that you provide a snack for them to eat each day and water bottles. We will not have lunch and nap the first week of school.

- **Masks are optional**

If you wear a mask, it should:

- Completely cover the nose and mouth
- Fit snugly against the sides of the face and not have any gaps
- Be handled only by the ear loops, cords, or head straps (not by the surface of the mask)

- Parents and visitors are not allowed to enter the school building. If you need to visit the front office, please call the office, (248)569-2988, to make an appointment first.

General Information

Daily Schedule

Social distance will be kept at all times

Daily Activities include:

- Independent Play
- Circle Time/Calendar
- Snack Time
- Exercise/Stretching
- Art Project
- Lunch
- Nap
- Armenian Time
- Story Time
- Music
- Games
- Gross Motor Play/
Outdoor Play

Recess

Recess time is provided during the school day for all students if the weather permits. Please ensure your child is dressed accordingly. They should be provided with gloves, boots, warm clothing, and a hat for cold/inclement weather.

If the weather does not permit us to play outside, we will have gross motor play indoors with dancing, exercising, etc.

Clothing

Please provide a full set of change of clothing for your child in a labeled zip lock bag, in case of an accident. This set will be kept at school.

- one pair of clean gym shoes
- underwear
- socks
- pants
- shirt

*Please ensure that all pieces of clothing are labeled with your child's name.

Bus/ Transportation

There is a bus service available. Questions regarding cost and arrangements should be directed to Mrs. Teresa in the high school office.

Emergency School Closing

In case of inclement weather, school closings will be announced on all television and radio stations. An email, text message, and a phone call will be sent out via SKYLERT through school messenger to all families.

Field Trips

There will be field trips this year.

Tuition and Fee Policy

Please call to speak or make an appointment to come into the front office or call in regards to making a payment for preschool tuition.

Monthly payments are due on the first Monday of each month. A \$50.00 late fee will be applied if monthly payment is not received. The student will not be able to attend school if payment is not received by the following month's payment.

Withdrawal

If the policies and procedures listed in our handbook cannot be followed, there are grounds for withdrawal. Also, if you wish to withdraw your child from our Preschool program, please contact the school office.

Pick Up and Dismissal

Arrival and Dismissal

Preschoolers will be allowed to enter at 7:50 a.m.



Preschoolers with siblings in the charter

To make drop off and pick up convenient for parents, preschoolers who have siblings in the charter school must use the **main doors**. The siblings may walk the preschooler(s) to their classrooms in the mornings. For dismissal, preschoolers' siblings in the charter school will be dismissed from the preschool entrance.

Preschoolers without siblings in the charter

Preschoolers without siblings in the charter school will use the preschool entrance at the back of the building for both drop off and pick up.

All students must be picked up by 3:20 p.m. Please call the front office if you are running late to pick up your child. After 3:20 p.m., your child will be in the front lobby.

Parent Permission for Transportation Change

Please call the front office or notify the teacher if someone other than the parent will be picking up your child.

School Bags

We ask each student to purchase their own lunchbox and water bottle.

- Small tote bag is \$10.00 (mandatory for Pre-K 3 optional for Pre-K 4)
- Large nap bag \$15.00

Snack/Lunch

Students are to bring a lunch from home and must eat lunch at school. Lunch boxes and water bottles must be properly labeled with the child's name. We will provide a lunch tag. In accordance with the Michigan Child Care rules, please write the date every morning, on the lunch tag we provide. We will replace old/ripped tags. Using a dry erase marker works best.

Please slice grapes and cherry tomatoes lengthwise in half to prevent choking. Items such as hot dogs/ sausages please cut into smaller pieces, as well.

The kids will choose one healthy snack from their lunch bag to eat in the morning for snack time.

We have filtered water dispensers in the classrooms to refill water bottles. We will NOT be using water fountains to refill bottles. Please do not send any juice boxes.

Also, use plastic containers. Do not send any glass containers.

Rest Period/ Bedding

The children will rest for an hour after lunch. Please provide a small pillow (no larger than 10" x 12") and a blanket (no longer than 40" x 30"). Both will be sent home every Friday to be washed and returned on Monday. The pillow and blanket will be kept in the large blue bag that you purchase from the school. Again, the cost of this bag is \$15. Please wash the nap bag weekly as well.

Health and Safety

- **Please see COVID Response Plan Online for COVID details**

Students who are ill should be kept at home. If your child has a fever, it is best if the temperature registers below 100° for 24 hours before returning to school. If your child becomes ill at school, they will be sent to the clinic in the main office and you will be contacted to pick him/her up.



Please notify the school if your child will be absent due to sickness.

Medication

Under no circumstances will the school assume the responsibility of administering medication to students. According to the Oakland County Department of Health Regulations, medication for students must be registered with the school. If your son or daughter must take any medication during school hours, please complete the medical form included in your take-home packet and return to school with prescription medication from the pharmacy. Even over-the-counter medications need to be labeled with your child's name and dosage labeled in a zip-lock bag.

Injury/Incident

In the event of an accident, injury, illness, or incident involving your child, we will make every attempt to reach you by telephone, email, and/or text message. In the event of an injury or accident such as a head injury, broken bone, asthma attack, or allergic reaction, you will be contacted to pick up your child immediately. If we are unable to reach you, we will contact one of your emergency contacts, your child's pediatrician, and/or emergency personnel.

Communicable Disease Policy

- * **Please see COVID Response Plan for COVID exposure**

In the event that a staff member, volunteer, and/or child in care contracts a communicable disease, the center will notify all parents by telephone, text, email, posting at the center.

This information will include the name and symptoms of the diseases, but will not include the name of the sick person.

Staff members and/or children in care may not return to the center until fever free for 24 hours, rash has cleared, and/or note from doctor clearing them.

Fire Drill Procedures

1. Students leave the classroom in a quiet, orderly manner under the direction of the homeroom teacher while keeping social distance.
2. Teachers take roll at a designated place and bring the classes back in when the all-clear signal has been given.

Tornado Drill Procedure

Whenever Southfield area tornado alarms are sounded, preschool students will go to the middle school hallways, while maintaining social distance. Preschool teachers take attendance at the designated areas and supervise students during the period of stay. When the all-clear signals are given, students return to their classrooms in an orderly fashion.