



Welcome to West  
Madison Pre-K  
2023-2024



# What Next?

- o Madison City Schools Enrollment
  - o Registration for Madison City Schools open on May 26 for the 2023--2024 school year.
  - o All students must complete registration each year.
- o You will need digital copies of:
  - o Your child's acceptance letter.
  - o Birth certificate
  - o Lease/Deed
  - o Current Utility bill (gas, water, electric)
  - o Photo ID
  - o Valid Certificate of Immunization
- o Custody papers (If applicable)
- o The grade is PreKFC (First Class)
- o You will choose West Madison PreK as your school.



# MCS Enrollment

- o Be sure to list all contacts that you would like to pick up your child during enrollment.
- o Include emergency contacts and correct contact information.
- o Notify the school if you have a Change of Address during the school year.
- o Notify the school if you have a Change of Phone Number during the school year.

# MCS First Class Pre-K

- 0 Alabama's state funded First Class Pre-K program has been awarded the highest rating by the National Institute of Early Education Research for the past 16 years.
- 0 Early Learning Standards are taught through whole group, small group and play based instruction.
- 0 Alabama Developmental Standards for Early Learning and Development are taught and assessed using Teaching Strategies GOLD.



# Classroom Families

- o We have 12 First Class Pre-K classrooms.
- o There are 18 students per classroom.
- o Each classroom has 1 lead teacher and 1 auxiliary teacher with them at all times.
- o Art, music, Spanish and STEM teachers provide lessons once a week.
- o A Speech Language Pathologist provides speech service to students that qualify.

# Our School Family

- 0 Director: Melissa Mims
- 0 Administrator: Nichole Phillips
- 0 Lead teachers have a minimum of a bachelor's degree in Early Childhood Ed or Child Development.
- 0 Auxiliary Teachers have a minimum of a Child Development Associate credential or 9 hours approved course work in child development.
- 0 SLP: Speech Language Pathologist provides speech services for students that qualify based on Alabama guidelines.



# Additional School Family

- o Clerical Aide/Nurse: Pam Siniard
- o Bookkeeper: Neisha Magonigal
- o Cafeteria Staff: Ms. Catina and Ms. Mary
- o Custodian: Kaitlyn Siniard
- o Safety Resource Officer: Officer DeFazio
- o Crossing Guard: Miss Nancy
- o Security Guard

**ALL OF OUR STAFF LOVE AND CARE FOR  
OUR STUDENTS!**

# School Schedule and Hours

- o We follow the Madison City Schools Calendar.
- o 2023-2024 School Calendar
- o MADISON CITY SCHOOLS CALENDAR 2023-2024
- o Instructional School day 7:50 am - 2:20 pm
  - o Morning dropoff 7:15 am – 7:45 am.
  - o Afternoon pick up 2:25 pm – 2:55 pm.
  - o Rainbow classes may be slightly different.





# PreK Conference

All lead, auxiliary teachers and administration across Alabama will be attending a required PreK Conference October 18th - 20th.

The PreK Center will be closed on these conference days.

# MCS Attendance Policy

- o We follow Madison City's Student Code of Conduct and attendance Policy
  - o Regular student attendance is necessary to learning.
  - o Parents must provide a written/email explanation of each students' daily tardiness, absence from school or early check out within three days.
  - o All doctor's and dentist notes are excused.
  - o Parents are allowed to write ten parent notes a year to cover other absences, tardies, and checkouts that are not covered by a doctor's note.
- o Students are tardy after 7:50 am each day. Instruction and daily routines begin at 7:50 am.
- o Late arrivals and checkouts often disrupt the structure and routine of the day for students.





# Extended Day

Extended Day is offered from after school until 6:00 pm.

## Extended Day Information

A similar program will be offered at the West Madison campus.

# Safety Plan

- Visitors are asked to sign in at the front desk and wear a sticker to identify themselves while in the building.
- Standard Response Protocol procedures for fire, weather, lock down, and lock out drills are practiced and used.
- Students and staff will practice safety drills monthly.



# Transportation

- o All Pre-K students are transported to and from school via car. (no bus transportation)
- o Bus transportation with five point harness seats are provided for field trips.



# Birthdays

- o The entire staff makes each child feel special on their birthday.
- o Parents are welcome to come eat lunch with their child on their birthday.
- o Parents may send in non food goodie bags for classmates on birthdays.
- o No food items or cupcakes, please.



# Breakfast and Lunch

- o We offer breakfast and lunch daily.
  - o Breakfast is available from 7:15 am - 7:45 am
- o Menus are available on the website and will be sent to you via email.
  - o [Breakfast and Lunch Menus](#)
  - o [Child Nutrition/Pricing](#)
  - o [Online Lunch Account Information](#)





# Tuition

- o Tuition is due on the 15<sup>th</sup> of each month. (first tuition due August 15)
- o You were notified of you child's tuition amount by e-mail in the acceptance letter.
- o Please pay tuition online if possible. [School Payments](#)
  - o Receipts are printable for online payments.
- o Payments sent to school should be sent in the take home folder on Thursday.
  - o Make checks payable to West Madison PreK and include DL# and Phone #.
  - o Tax ID #63-1192346
  - o Keep receipt print out or teacher made receipts for tax records.
  - o No other tax document is provided at the end of the year.
- o A new online payment system will be available this year that will allow automatic payments. It is called ProCare and you will receive information to set up a ProCare account.
- o If you need to know what your tuition amount or feel you would qualify for lower tuition, please contact Mrs. Nichole Phillips, administrator.



# Curriculum



- o Early learning standards are linked with curriculum and assessment.
- o The Alabama First Class Pre K curriculum framework is an effective model based on research on how to support young children as they develop and learn.
- o *Creative Curriculum*, along with Phonemic Awareness Curriculum is comprehensively presented and reinforced with intentional teaching strategies.
- o Teaching Strategies GOLD is a a state assessment tool that will guide the appropriate alignment of standards with teachers' instruction.

# Daily Lessons Include:

- o Approaches to Learning
- o Language and Literacy
- o Mathematics
- o Science and Environmental Education
- o Technology
- o Social-Emotional Development
- o Physical Development
- o Health and Daily Living
- o Creative Arts

Standards in these domains serve as a natural progression to kindergarten standards.



# Medications and Health

- 0 If you have any serious medical concerns. **Please let the teachers and Nurse Siniard know at Open House.**
- 0 If your child requires medicines at school Nurse Siniard will provide you with the appropriate paperwork to be completed by your physician.
- 0 A hard copy of the Certificate of Immunization is required to complete registration. Please turn this in to your child's teacher at Open House.
  - 0 All medications require a physicians order: Benadryl, inhalers, and epi-pens.
  - 0 Please also let us know of dietary restrictions prior to the beginning of the school year.
  - 0 See Medication Procedures and Policies at [MCS Health Services](#).

Your child's safety and health are our top priority.

# Parent Volunteer Hours

- 0 As part of the Pre-K program, you will be asked to complete at least 12 parent involvement hours. There will be at home and school opportunities available to complete these hours.
    - 0 Beginning of the year paperwork
    - 0 Field trip chaperone
    - 0 Monthly at home activity
    - 0 Fall Treat Trail
    - 0 Family Engagement Night
    - 0 Parent conferences
- We look forward to partnering with you!







# Open House

- 0 Open House – August 2, 2023
  - 0 Teachers will contact you when class list are finalized.
- 0 This is a time to meet the teacher, visit the classrooms and receive more specific information.
- 0 Each family will attend for 1 hour. Teachers will email a sign up genius for time slots to you. This will allow more individualized time for questions and answers.
- 0 Parents can receive and complete paperwork at this time for extended day, medicine, lunch, and other items.
- 0 Bring a hard copy of your child's Certificate of Immunization to their teacher.

# School Supplies

- o All school supplies are provided.
- o Each student will need:
  - o A full sized backpack
  - o A daily snack
  - o A blanket and nap buddy to leave at school that fits in a backpack. (no rest mats) Cots with sheets are provided and laundered weekly.



# Dressed for School

- 0 Children should be dressed in play clothes that they can zip, fasten, snap or button.
- 0 A light jacket is recommended in case the students need it in the classroom or outside.
- 0 Tennis shoes are preferred for play and the playgrounds.
- 0 Students need to be able to change their clothes and take care of all toileting needs independently or with minimal verbal prompts. Diapering or changing facilities are not available at the Pre-K Center or Rainbow Elementary.



# First Days of School

August 3 , 2023

August 4 , 2023

We begin school with a staggered start. Girls will attend on August 3 and boys will attend on August 4. You may walk your child to the classroom and take pictures on these days. These are full days.

*We can't wait!*



# First Days of School

- o All students will attend beginning Monday, August 7, 2023, and be dropped off in carline.



# MCS First Class Pre-K Welcomes You!



**Please send questions to:**

**Administrator Nichole Phillips**

[snphillips@madisoncity.k12.al.us](mailto:snphillips@madisoncity.k12.al.us)

256-824-8080