

# VPK Welcome Packet



# ~Welcome~

We are excited to have your child join our 2024-2025 VPK Program and are looking forward to a fruitful year of growth and learning for each child and a great relationship with each family. We strive to provide quality education for our scholars. Please feel free to contact us with any questions or concerns.

## Our VPK Program

VPK stands for Voluntary Pre-Kindergarten and is funded by the Early Learning Coalition (ELC). Tallahassee Classical School's VPK hours (instructional hours) are Monday through Friday from 8:00 to 11:45 AM. Attendance is mandatory.

During this school year VPK students will be preparing for Kindergarten through a variety of activities that will help them develop their Literacy, Math, Critical Thinking, Oral Language and other important skills. VPK instruction is extremely important in each child's academic life. This program gives them a way to develop physically, academically, socially, and emotionally to prepare them for Kindergarten. There are certain standards set forth by the Office of Early Learning (a branch of the Department of Education), that the children will be expected to meet by the end of the school year. The children will be working on these standards throughout the year. The purpose of the activities provided is to help the children develop or improve skills such as letter recognition, letter sounds, counting, writing, and pre-reading. They will also be learning basic Math and Science concepts. They will be participating in hands-on age-appropriate Science activities on a weekly basis. Additionally, we will emphasize the importance of learning classroom norms such as raising your hand, following directions, waiting your turn, helping with daily routines, etc.

## Who is the ELC?

The Early Learning Coalition of the Big Bend Region, Inc. (ELC) is a private not-for-profit organization that provides services to families, children and childcare providers in the seven counties that comprise northern Florida's Big Bend Region: Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla.

The Early Learning Coalition also helps fund the VPK program. Tallahassee Classical School will be reimbursed for the VPK hours that each child attends. If a scholar's attendance is poor, we do not receive full reimbursement. VPK hours at TCS are Monday through Friday from 8:00 to 11:45 AM.

# VPK Attendance Requirements

Attendance for VPK students is mandatory. We will only be reimbursed for the VPK hours that each scholar attends. The time before 8:00 AM and after 11:45 AM are covered by each family, for this reason there is a tuition charge for children who stay after 11:45 AM. Scholars may arrive between 7:30 AM and 8:00 AM. There is no charge for this time period.

In order to be reimbursed, the ELC requires that we provide attendance records each month. Please make every effort to have your child in school daily, on time, and until 11:45AM. Your child must be signed in and out daily. The ELC allows a maximum of 3 absences during a 30-day period. Any anticipated absences exceeding 3 per month must be communicated in advance through a written, signed note from a parent or guardian. A signed excuse note is required for any emergency absences, such as illness or other family emergencies that exceed 3 per month. Any necessary tardiness, such as doctor's appointments must be documented as well. The ELC also requires that we provide a Child Attendance and Parental Choice Certificate each month, for each child. You will also be asked to sign this document on the first day of the month, verifying that your child attended during the previous month. Your cooperation in helping us comply with ELC requirements is greatly appreciated.

Please read, sign and return the VPK Attendance Policy Agreement attached to this packet.

## VPK Policies and Routines

### **Policies:**

All policies and procedures that apply to other families and scholars attending Tallahassee Classical School apply to VPK students as well, including but not limited to the following:

- Each child must be completely potty trained and able to use the restroom completely on his/her own.
- Each child must come to school wearing underwear, pull-ups are not allowed.
- Students must eat breakfast prior to arriving at school
- VPK scholars will be expected to follow directions given by teachers and staff. Any behavior issues will be addressed with each child on an individual basis first. Behavior concerns will also be communicated to parents/guardians, as needed. Should it become necessary to refer a child due to behavior issues to administration, we will do so. Any disciplinary measures taken will be age appropriate and according to TCS's guidelines.

## **Routines:**

- Restroom/hand washing
- Signing in
- Silent reading
- Circle time:
  - Welcome
  - Calendar
  - Weather
  - Pledge of Allegiance
  - Vocabulary words
  - Vowel recognition
  - Sight words
  - Comprehension questions
  - Phonic sounds
- Small/large groups:
  - Emergent Reading and prediction story
  - Daily number recognition from Math charts
  - Independent Math skill sheets
  - Vocabulary words
  - Sight words
  - Letter formation
  - Rhyming words

# VPK Daily Schedule

- 7:30 to 7:55 AM - Arrival/Playground time
- 8:00 to 8:15 AM - Restroom/Hand washing/Signing in/Quiet reading
- 8:15 to 8:30 AM - Circle Time: Welcome, calendar, weather, Pledge of Allegiance, phonogram(s) of the week, number(s) of the week, shape and color of the month
- 8:30 to 9:00 AM - Centers
- 9:05 to 9:35 AM - Co-Curriculars
- 9:40 to 9:55 AM - Hand washing/Morning Snack
- 9:55 to 10:10 AM - Language/Literacy/Math large groups (theme of the week, reading, phonogram sounds, Math and social skills)
- 10:10 to 10:30 AM- Large/small groups (Math and pre-writing/writing practice)
- 10:30 to 10:40 AM- Clean-up/Restroom/Hand washing
- 10:40 to 11:00 AM - Lunch (Wednesdays 10:35 AM)
- 11:00 to 11:30 AM-Centers/Playground Time
- 11:30 to 11:45 AM- Clean-Up, Pack Up, Restroom
- 11:45 to 12:00 PM - Pick-Up from the playground
- 12:00 AM to 1:50 PM - Nap time (On Wednesdays it ends at 1:30 PM)
- 1:55 to 2:15 PM - Restroom/Hand washing
- 2:15 to 2:30 PM - Afternoon Snack
- 2:30 to 2:55 PM - Centers
- 2:55 to 3:00 PM - Clean-up
- 3:00 PM - Pick-up in the Front Office or After School

# Co-Curriculars and Weekly Highlights

Co-curriculars will rotate between Art, PE and Music.

Monday is Job Assignment Day: Each student is assigned a "job" to perform during the week.

Tuesday is Phonogram Box Day: Students can bring an item from home that starts with the Phonogram of the week. They will then share during "Show and Tell".

Friday is Treasure Chest Day. Scholars will earn behavior bucks during the week and redeem them on Friday.

## VPK Assessments

VPK Assessments will be administered in September, January and May. Drilling or studying to prepare is not necessary. The dates of each assessment will be announced in advance. Please make sure to provide your scholar with healthy meals and plenty of rest and water.

## Additional Supplies

A list of school supplies has already been provided to each family and is also attached to this packet. Please also provide the following for your child:

- A lunch box containing meals that do not need to be reheated and a cold pack to keep foods cold, as needed. No candy please.
- A spill proof cup with milk, juice or water for lunch. No carbonated drinks please.
- An extra set of clothes, in case of any accidents.
- A spill proof water bottle. A straw version is recommended for proper speech development.
- A backpack that can hold their lunch, jacket, water bottle, etc.

# VPK Attendance Agreement

## **Attendance Policy:**

It is very important for your child to be in attendance and be at school on time to benefit from the program. As per ELC standards, attendance is mandatory. Each child must be present Monday through Friday from 8:00 AM to 11:45 AM. Please have your child here by 7:55 AM. A child may have up to 3 absences per month. In case of emergencies, illness or other necessary events, absences that exceed 3 within a month period must be excused by providing documentation supporting the reason for the absence. If there is a reasonable excuse for tardiness (such as doctor's appointments), documentation is also required. Your cooperation in avoiding excessive absences and tardiness is appreciated. You are also required to sign your child in and out daily. On the first day of each month, starting in September, parents will be asked to sign a Parental Choice Certificate of Attendance for the previous month.

Please sign the acknowledgement below:

Scholar Name: \_\_\_\_\_

By signing below, I acknowledge that I have read, understand, and will comply with Tallahassee Classical School's VPK Attendance Policy

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Printed Name

# Questions/Concerns

Please feel free to email any questions or concerns to Administration or to our VPK Teacher, Mrs. Morales at [mmorales@tlhclassical.org](mailto:mmorales@tlhclassical.org) or by text to 850-759-6554. In order to give your child the attention and instruction needed, cell phone usage will be limited (no phone calls to this number, please). Phone calls can be made directly to the school at 850-296-1970.

Sincerely,  
 Kate Baumann  
 Dean of Student Services  
 kbaumann@tlhclassical.org



## Preschool Supply List

Boys	Girls
2 reams of white copy paper (1 for Art) 6 Ticonderoga pencils (6 sided) 1 plastic, clear pencil box Box Crayola crayons 24 pack pack of Crayola colored pencils 2 Jumbo Elmer's glue sticks 1 Fiskars Scissors 5 inch blunt tip (left-handed if your child is left-handed) 1 pack of construction paper 1 fat Expo dry erase marker 1 solid plastic folder with prongs and pockets 2 boxes of Kleenex (one for Art) 1 pack of wet wipes (baby wipes work) Backpack (big enough to hold water bottle, folder, and jacket) Nap Mat (1" Kindermat - Wal-Mart) if staying past noon Small Travel Pillow (optional) Small mat sized blanket (optional) sidewalk chalk	2 reams of white copy paper (1 for Art) 6 Ticonderoga pencils (6 sided) 1 plastic, clear pencil box Box Crayola crayons 24 pack pack of Crayola colored pencils 2 Jumbo Elmer's glue sticks 1 Fiskars Scissors 5 inch blunt tip (left-handed if your child is left-handed) 1 pack of construction paper 1 Fine tip Expo dry erase marker- black 1 solid plastic folder with prongs and pockets 2 boxes of Kleenex (one for Art) 1 box of Band-Aids Backpack (big enough to hold water bottle, folder, and jacket) Nap Mat (1" Kindermat - Wal-Mart) if staying past noon Small Travel Pillow (optional) Small mat sized blanket (optional) roll of paper towels

Optional Donations:	Play-Dough, copy paper – white or pastel colors, white card stock, skin tone Crayola crayons, playground ball 12 x 18 construction paper (black, white, brown, orange, blue or multi packs)
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