



Robert F. Munroe Day School
Early Learning Academy
2020 - 2021

1800 W. King Street
Quincy, FL 32351
kindergarten@rfmunroe.org

Dr. Adam Gaffey, Head of School
Linda Mathers, Early Learning Academy Director

Early Learning Academy(850) 627-8048
Main Campus(850) 856-5500

Accredited by the Florida Council of Independent Schools,
AdvancED (Southern Association of Colleges and Schools),

Robert F. Munroe Day School admits students of any race, color, national and ethnic origin and extends to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

WELCOME!

Dear Parents and Students,

The Early Learning Academy provides a foundation to develop and nurture a child's physical, social-emotional, cognitive and positive character traits focusing on responsibility, respect for themselves and others, as well as courteous and empathetic behavior. We offer a balance of indoor and outdoor activities and a varied curriculum that includes art, music, science, computer, math, literacy and social awareness through community outreach programs.



SCHOOL MOTTO

“Munroe - The Place to Grow!”

SCHOOL MISSION STATEMENT

Robert F. Munroe offers a challenging and engaging curriculum that prepares students for future success by helping to inspire in our students a love of knowledge and the ability to use that knowledge creatively, compassionately, and courageously throughout their lives to become our future innovators and leaders.

Arrival / Departure 3k and 4k

Early Care begins at 6:45 a.m. to accommodate working parents. Parents must park and walk their child inside and sign in. Starting at 8:00 a.m. an early care worker will greet you and help your child out of your car. School hours are 8:30 a.m. till 2:00 p.m. Cars should enter the east gate and exit from the west gate. Please do not block the driveway if you need to come in. Parking is available. To enter when the building entrance is closed, press the bell, and a teacher will let you in or call us at 627-8048, since we do not always hear the bell. Beginning at 2:00 p.m., we will help your children into your car and make sure they are fastened in their seatbelts for safety. Please let us know in writing, call or send an email by 1:30 p. m. if anyone other than a parent or your designated pickup person is getting your child. If your child is not picked up by 2:15 p.m. they will go to our Aftercare program and you will be billed for the afternoon.

Arrival / Departure - Infant Program

The Infant Program is open at 7:30 a.m. and closes promptly at 5:45 p.m. Monday-Friday. Staff members may be in the building prior to or after business hours, however, they are not available to care for children during non-business hours. **No grace periods are given for late pick-up or early arrival times.** Parents arriving late will be charged an additional fee.

Parents are required to park in a parking space and bring children into the building to be signed in during pickup and to sign their children out at the end of the day.

Tuition Payments

All billing will be done through **Smart Tuition**. Parents must create a **Smart Tuition** account which can be done through www.enrollwithsmart.com. Our school I.D. # is 14038. Payments can also be accepted at the school via cash or check. Credit card payments will be made through **Smart Tuition**.



Voluntary Pre-Kindergarten

VPK parents are required to verify their child's attendance at the end of each month by signing an attendance form. If your child is absent for a period of three or more consecutive days, a written note will be required upon their return to class.

Uniform Requirements Grades 3k and 4k

All tops, with the exception of overcoats, must have the school logo.

Embroidered logos are available through our online sources, and at Allen Sports.

Heat press transfers are available at Allen Sports. Uniform pieces may be purchased from many local vendors including JC Penney, Old Navy, WalMart, Gymboree, Signature and additionally online through:

Land's End School Uniforms - (www.landsend.com) school code #900158635

French Toast Official School Wear - (www.frenchtoast.com) source code - QS44AGD

Young Fashions (www.youngfashions.com) Plaid uniform option - choose Plaid #41

All skirts, shorts, dresses, and skorts must measure no less than 2 inches below the fingertips when arms are straight down by the sides while kneeling on the floor.

Boys

Pants or Shorts: Khaki or Black (No carpenter or cargo styles may be worn)

Shirt: Oxford button down - Red, Black, or Gray - Short or Long Sleeve

Collared Polo: - White, Red, Black, or Gray - Short or Long Sleeve

Unisex Polo: - White, Red, Black, or Gray - Short or Long Sleeve

Crewneck or Scoopneck Tee (No V-neck) - White, Red, Black, or Gray - Short or Long Sleeve

Sweater: Cardigan zipped or button down, pullover, or vest - White, Red, Black, or Gray (must have logo)

Sweatshirts: Hooded pullover, hooded zipped or crewneck, free from lettering or graphics except school branding - White, Red, Black, or Gray (must have logo or be a Munroe sports sweatshirt)

Light to Medium Weight Jackets: Jacket zipped or ½ zip, pullover, vest or cardigan - White, Red, Black, or Gray (Fleece) (must have logo)

Heavy Coats: Heavy coats must be a solid color and free from graphics or lettering.

Socks: White or Black only

Shoes: Closed Toe - (Tennis Shoes are strongly encouraged) - Sandal, Flip Flops, Heelies, or backless shoes are not permitted.

Accessories: Hats may not be worn in the school buildings during the regular school day.



Hair: Hair must be cut or styled so that it does not cover a child's eyes. No Mohawk cuts. Hair may not be dyed a color beyond the realm of normal, natural hair color.

Girls

Pants: Khaki or Black

Jumper: Red, Black, Gray or Approved Munroe Plaid

Dress: Polo style - Red, Gray, or Black - Long or Short Sleeve

Shorts, Skorts, Skirts, Capris: Khaki, Black, or Approved Munroe Plaid

Shirt: Oxford button down - White - Short, $\frac{3}{4}$, or Long Sleeve

Peter Pan Collar Shirt - White or Gray - Short or Long Sleeve

Overblouse - Red, White, or Gray - Short or Long Sleeve

Collared Polo - White, Red, Black, or Gray - Short or Long Sleeve

Unisex Polo - White, Red, Black, or Gray - Short or Long Sleeve

Crewneck or Scoopneck (No V-neck) - White, Red, Black, or Gray - Short or Long Sleeve

Sweater: Cardigan zipped or button down, pullover or vest - White, Red, Black, or Gray (must have logo)

Sweatshirts: Hooded pullover, hooded zipped or crewneck, free from lettering or graphics except school branding - White, Red, Black, or Gray (must have logo) - Sport sweatshirts with Munroe team logo are acceptable.

Light to Medium Weight Jackets: Jacket zipped or $\frac{1}{2}$ zipper or $\frac{1}{2}$ zip, pullover, vest, or cardigan - White, Red, Black, or Gray (Fleece) (must have logo)

Heavy Coats: Any solid color heavy coat is permitted, but it must be free from graphics and lettering.

Socks: White or Black

Leggings and tights: Solid White or Solid Black with no graphic designs. (All leggings must be ankle length)

Shoes: Closed Toe - (Tennis Shoes are strongly encouraged) Sandals, Flip Flops, Heelies or backless shoes are not permitted.

Accessories: Hats may not be worn in the school buildings during the regular school day.

Hair: Girls' hair must be kept neat and clean. Hair may not be dyed a color beyond the realm of normal, natural hair color.

Fringe, gems, or other adornments are not permitted on any of the above uniform pieces.

Travel Wear - See Field trip information

3k and 4k Uniform Non-compliance Policy

Students are expected to comply with the uniform dress code policy as set forth by the Headmaster. Noncompliance may result in, but is not limited to the following:

First Offense

Student will receive a verbal reminder. (preschool parent will be emailed)



Second Offense

Parent will receive a written notification from the teacher that must be signed and returned the next school day.

Third Offense

Parent/Guardian will be contacted and required to bring the appropriate uniform from home.

3k and 4k Extra Uniforms

3K and 4K students will need an extra uniform to be kept in a ziplock bag in his or her backpack at all times.

****We require that students of any age be completely toilet trained and able to use the restroom independently of an adult before starting school in 3k or 4k.**

We occasionally have special events which will be non-uniform days. Your child's teacher will give you notice of those special days.

Discipline

The Early Learning Academy discipline policy includes positive reinforcement, redirection, and clearly stated expectations. If a child misbehaves in preschool, he/she is given verbal instruction to assist the child towards appropriate behavior. The teacher may redirect play or separate two children and have them play in different areas if necessary. If verbal correction and play redirection are not effective, the child will be given a time out. Time outs will consist of a child sitting quietly for a short period of time. If misbehavior continues, a parent will be notified for parental support regarding the misbehavior.

Teachers will supervise play and may join in to encourage appropriate play. Any inappropriate behaviors such as shouting, fighting, playing roughly with toys, throwing toys, or hurting others will be redirected. Corporal punishment, humiliation, verbal abuse, threats, or derogatory remarks are not acceptable forms of discipline at preschool. Our goal is to teach children how to make wise decisions, be kind to others, and develop self-discipline.

Toilet Training

The Infant Program is licenced to care for students who are not toilet trained or to take care of older students who have a bathroom accident. Students in 3k and 4k must be fully toilet trained. In the event of an accident and the student is not able to handle the situation themselves, they will be removed from class and cared for by the Infant Program staff until such time that the parents can pick up the student. In the event staff is not available, parents will be called and required to pick up the child.

Please note: This document supplements the main [Student Handbook found here](#).



After three accidents at school, the student will be assigned to the Infant Program if space is available until they are able to go two weeks without an accident. If space is not available, the parents will be required to keep the student home one full week and confirm that the child is ready to return.

Because the school relies on parents assertions that a child is bathroom ready, there can be no refunds in the event your child is sent home due to potty training issues.

School Staff

Please note that the school uses a variety of qualified staff members and does not discriminate due to any protected class, including gender. Your child's main caregiver at school may change, temporarily or permanently due to any number of reasons. There should be an assumption on the part of the parent that on any given day, unfamiliar school employees may be on campus or supervising your children. Most often it is not necessary to inform parents of this, but when a change impacts your child's primary teacher, the school will attempt to inform the parents as permitted. The changing of teaching staff does not relieve a family of their tuition obligation.

Health Information

Children entering school are required to have proof of a current physical examination, up to date immunization record, and a certified birth certificate. Please list on the student data form any allergies, physical problems, or other health-related information that may be important to your child's welfare.

All medications (prescription and over the counter) must come to school in the original labeled container with specific instructions for our teachers to administer. If your child becomes ill while at school, we will contact you or the appropriate emergency contact on the student data form.

If your child contracts a communicable disease such as chicken pox, measles, mumps, or pink-eye, please notify your child's teacher. If your child has head lice, a fever, is vomiting or has diarrhea, he or she may not return to school until they have been symptom-free for 24 hours.

Annual Classroom Events

The 3K and 4K students present a program of activities for their parents in May along with a slideshow and potluck luncheon.

All students from 3K, and 4K participate in a year end Water Day Party!



Teachers may add other special events during the school year to enhance learning in the classroom.

Field Trips

At this time due to travel restrictions, all field trips are in house. We invite visitors in the community throughout the year to come to school such as the Quincy Fire Dept. during Fire Prevention week.

Please note that our school policy for parent attendance on field trips requires that your driver's license be scanned in the office at our main campus. A wearable badge will then be created each time you are in attendance for a field trip.

Travel wear for field trips: Red uniform tops and khaki bottoms.

Class Parties

Parents are encouraged to participate and help organize class parties. Your child's teacher will ask for volunteers at the beginning of the school year. Traditional parties include: Halloween, Christmas, Valentine's Day, and Easter. **Please note that visitor badges are required for class parties that you attend as well. (Once your driver's license is scanned, it will not need to be rescanned.)**

Birthdays

We love celebrating birthdays! Please let your child's teacher know if you would like to share cupcakes, etc. with your child's class. If invitations are to be given out, please make sure that every child receives an invitation. If only a few are invited, then we ask that you mail them.

Parent Communication

Our teachers make every effort to keep in touch with parents regarding a child's progress and development. Please call or email your child's teacher with concerns or questions you may have. Formal conferences are scheduled at the beginning of the school year (first semester) and again in January (second semester). Conferences can be requested by a teacher or parent at any time during the school year if needed.. Also, be sure to check the school website (www.rfmunroe.org) for announcements or important information.

Snack / Lunch

Children should receive adequate nutrition to help with their growth and development, as well as maintain their overall health. Since the preschool years are also the time when they learn and develop healthy lifestyle habits we've included important information regarding your child's nutrition needs.



Please keep in mind the following recommended serving amounts and tips when preparing snack and lunch for your preschool child:

Grains

- Servings should be about 1 ½ - 2 ½ ounces per day.
- Grains include foods like pasta, rice, bread, and oats.

- Half of the intake should be whole grains, like oatmeal, and whole grain bread.

Fruits

- Servings should be about 1 -1 ½ cups per day.
- Offer a variety of bite size fruits, like apple or banana slices,
- 100% fruit juice is okay, in moderation.

Vegetables

- Servings should be about 1 -1 ½ cups per day.
- Offer a variety of different colored vegetables, like sweet potatoes, tomatoes, and carrots.

Protein Foods

- Servings should be 2 - 4 ounces per day.
- Offer a variety of protein sources, like beans and small portions of poultry and other meat.

Dairy

- Servings should be 2 - 2 ½ cups per day.
- Offer low-fat options, including milk, yogurt, and cheese.

Water should be encouraged instead of sugary drinks, like soda and fruit juice drinks.

PLEASE send snacks in a paper bag labeled with your child's name. Microwaveable items for lunch need to have a maximum heating time of 2 - 3 minutes. And please do not send glassware, sodas or hard pieces of candy.



Faculty and Staff

Tracy Johnson - 3K Aide
B.S. Florida State University
tracy.johnson@rfmunroe.org

Linda Mathers - 4K Teacher, Early Learning Academy Director
B. S. Florida State University
linda.mathers@rfmunroe.org

Joanna Golightly - Infant / toddler Care Provider
joanna.golightly@rfmunroe.org

Becky Avrett - Infant / toddler Care Provider
becky.avrett@rfmunroe.org

3K and 4K Skills

Math Readiness

- Counts to 20 and beyond....
- Recognizes numerals to 20
- Writes numerals to 20
- Counts with 1:1 correspondence
- Recognizes shapes (circle, square, rectangle, triangle, star, oval, heart, rhombus)
- Sorts by size, shape or color
- Uses positional words correctly (inside, outside, between, on , over, under, beside)
- Names colors (pink, red, orange, yellow, blue, green, purple, brown, black, white, gray)
- Can make an AB pattern

Reading Readiness

- Likes to look at books and pictures
- Has a sense of left to right progression
- Can arrange pictures in sequence
- Can recognize likenesses in words
- Can name upper case letters
- Can name lower case letters
- Can identify alphabet letter sounds

Language Readiness

- Can speak in complete sentences



-Uses adequate vocabulary

3k and 4k Skills cont.

General Knowledge

- Can recognize name
- Knows address
- Knows phone number
- Knows birthday
- Knows days of the week

Work Readiness

- Listens attentively
- Follows directions
- Completes activities on time
- Works neatly
- Works independently
- Uses materials correctly
- Cleans up after work
- Values work

Social and Emotional Readiness

- Observes rules
- Plays well with others
- Displays self control
- Shows confidence
- Respects property
- Adjusts easily to new situations
- Participates in group activities
- Takes responsibility
- Sits in a group and listens
- Shares experiences with class
- Waits for turn
- Willing to help others

3K and 4K Skills cont.

Visual/Motor Development

- Can throw and catch
- Can jump and hop

Please note: This document supplements the main [Student Handbook found here](#).



- Can balance on one foot
- Can hold a pencil/crayon correctly
- Can use scissors
- Can color within the lines
- Can use a glue stick
- Can tie/zip/button
- Knows left and right
- Participates in large muscle activities