



Parent Handbook

2023-2024



Health & Safety Information

MECK Pre-K values the health and safety of our students, families, teachers and staff. We work with officials from Mecklenburg County, the NC Division of Public Health and the NC Department of Health and Human Services to ensure that our classrooms are operated in accordance with health and safety best practices.

Visit MECKPreK.org to review more information on health and safety practices.



The MECK Pre-K program is administered in partnership with Smart Start of Mecklenburg County. In compliance with federal law, MECK Pre-K administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, sexual orientation, age or disability.

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Mission

The MECK Pre-K Program will provide educational experiences that will allow children to enjoy learning and develop critical skills needed to be prepared and successful in kindergarten while educating and empowering our families to be advocates in their child's education.

Guiding Principles for MECK Pre-K Program

- All children deserve an opportunity to learn, grow and strive
- All developmental areas (approaches to play and learning, emotional and social, language, cognitive, and health and physical) are interconnected and must be addressed.
- What children learn should be rooted and supported by research.
- Learning should take place in quality facilities with qualified professional staff.
- Families learn alongside their children

Guiding Principles for MECK Pre-K Instruction

The MECK Pre-K Program provides a curriculum based on five fundamental principles. These principles guide practice and help you understand the reason for intentionally setting up and operating the classroom in particular ways.

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Emotional-Social competence is a significant factor in school success
- Constructive, purposeful play supports essential learning
- The physical environment affects the type and quality of learning interactions
- Teacher-family partnerships promote development and learning

Goals

- Maximize to capacity our MECK Pre-K sites
- Collaborate with various resources to meet the needs of the children in the community and in the program
- Support and meet the needs of the directors, teachers and families
- Involve, inform and empower parents

MECK Pre-K Daily Schedule



SEL/Second Step	30 minutes
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Breakfast	20 minutes
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Large Group (Morning Meeting)	20 minutes
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Free Choice Time/ Cleanup	65 minutes
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Read Aloud / Small Group Time	20 minutes
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Outdoor Play	30 minutes
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Hand washing and Lunch	25 minutes
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Rest and Quiet Activities	25 minutes
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Outdoor Play	30 minutes
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PAC	15 minutes
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Free Choice/ Cleanup	60 minutes
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Large Group Roundup / Departure	10 minutes
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The time and implementation of the various components of the day will vary based on site. Please contact the classroom teacher for the daily schedule for your child's assigned classroom. Children receive a minimum of 6.5 hours of direct instruction for 10 months.

Creative Curriculum Edition 6 is the curriculum implemented.

Attendance

Parents are responsible for their child's regular school attendance.

The MECK Pre-K Learning Compact page 16 requires regular attendance.

Regular attendance is necessary for your child to gain the greatest benefit from this learning opportunity. Attendance is very important for success in our program. Children absent from school miss out on key opportunities to learn, build lasting friendships, and develop the skills and attitudes needed to become good citizens and valued employees. There is a clear connection between student attendance and student performance in school.

In order for your child to meet the goals of our program and to be ready for kindergarten, she/he needs to attend a full day of school each day. Parents who bring their child to school should arrive in their child's classroom at least 10 minutes before the instructional day is to begin. This will give your child an opportunity to unpack and get ready for the day.

Teachers or the site administrator will contact parents if the child has missed 4 or more consecutive days if the parent has not notified the teacher.

Excused Absences: Illness, religious holidays, death in immediate family, quarantine, family emergencies, education opportunities (with prior approval), and administrative proceedings.

Unexcused Absences: Missing the bus, oversleeping, bad weather, car trouble and no-shows.

Consecutive Absences: Excessive excused absences and **back-to-back unexcused absences** are examples of consecutive absences. MECK Pre-K realizes that there may be occasions when excused absences may occur beyond one day. **When this occurs parents are required to inform the director and classroom teacher. *10 consecutive absences could result in the removal of your child from the program***

In the event the child is absent for an extended length of time – limited to 30 days (i.e., traveling out of the country). Families must complete the "Extended Leave Form" and submit it to their child's teacher. Read to your child daily, work on the ReadyRosie and MarcoPolo activities, and practice activities suggested by the teacher.

Child Custody and Legal Guardianship

Legal parents are people officially recognized as parents on the child's birth certificate. Both legal parents have equal rights to the child if there is no legal custody or legal guardianship order. Please submit legal custody or legal guardianship orders to your child's teacher and site administrator.

Tardies and Early Dismissal

Please make arriving on time a priority. Tardiness interrupts the instructional day and disrupts your child's daily routine. Please know that you may be asked to sign your child in or out in the office and get a visitor's pass to walk your child to the classroom.

Communicate to the teacher the reason for the tardy so the teacher can record it on the **"Excessive Tardy"** form. Consistent child tardies will be reported to MECK Pre-K office.

Picking up children before dismissal time results in missed learning opportunities for your child. Please notify the teacher or director of early pick up to limit interruptions during the instructional day.

Religious Activities

MECK Pre-K funds are not used to pay for religious worship, instruction/proselytization activities or equipment/supplies for religious worship.

Weather Procedures

In the event of an emergency, it is important that your contact information on record remain accurate. Please notify your child care center and the classroom teachers of any address, telephone or emergency contact changes as soon as possible.

The safety of your child is our priority. In case of bad weather, here are some important things to remember:

- MECK Pre-K sites follow the Charlotte-Mecklenburg Schools inclement weather decisions regarding closings and delays.
- The decision to close schools or to delay opening will be made no later than 5:00 AM. If possible, the decision will be made the evening before.
- Tune in to area radio and television stations for the CMS announcement or contact a neighbor who can listen for you.

Generally, all MECK Pre-K sites will be affected by the decision, not just schools in areas of the county where weather conditions are most severe. If no announcement is made, you may assume schools will operate on a normal schedule.

Transfer

If you would like to request a transfer during the school year to another MECK Pre-K site, please contact the MECK Pre-K office at 601 E. 5th Street, Suite 200, Charlotte, NC 28202 or call 704-943-9585. One transfer is allowed during the school year and is based on availability.

Withdrawal

If you choose to withdraw your child, please inform your site director and contact the MECK Pre-K office at 601 E. 5th Street, Suite 200, Charlotte, NC 28202 or call 704-943-9585 soon as possible.

MECK Pre-K Program Behavior Policy

The MECK Pre-K Program is based on the belief that prosocial guidance help children develop prosocial behaviors such as: self-esteem, empathy, self-control, friendliness, generosity, cooperation, helpfulness and respect. MECK Pre-K believes that learning prosocial skills helps children to work and play peacefully in their preschool classrooms, get along with others and overcome conflict. These skills give children a basic start in developing positive attitudes and behavior that will last a lifetime.

Research has shown that suspension and expulsion occur at high rates in preschool settings and too often the data show a disproportional number of boys and children of color who are subject to suspension and expulsion. MECK Pre-K has adopted the joint policy statement of the U.S. Dept. of Health and Human Services and the U.S. Dept. of Education which recommends that better support be provided to young children, their parents, and staff within the early childhood programs to prevent suspension and expulsion of young children.

How the behavior responsibilities are shared:

Parents will be responsible for promoting appropriate school behavior by:

1. Teaching and discussing the purpose of school and school rules. Children respond well to clear and consistent expectations from adults.
2. Attending conferences concerning the child and picking him/her up when requested.
3. Being an active member of the child's support team by providing structure at home and reviewing daily school correspondence which will be sent home in the child's book bag. This includes working to sustain home routines such as bedtime and reading books that are sent home daily.

4. Responding appropriately to school reports by praising and encouraging positive behavior and discussing areas that need improvement.
5. Providing the school with the names and phone numbers of persons who may care for the child if it is necessary that he/she leave during the school day due to illness or behavior the staff cannot safely manage.

The MECK Pre-K site administrators and staff will promote appropriate school behavior by:

1. Implementing and teaching rules and procedures that provide consistency and order to the child's learning environment and teaches them appropriate school behavior.
2. Providing enough supervision to children who struggle with change.
3. Forming positive relationships with children and parents and supporting children's communication as they learn to express their wants and needs.
4. Using non-verbal cues (pictures, signals) or prompts (gentle touch, pictures/signals) to encourage children to correct their behavior.
5. Using verbal cues to redirect children to make desirable choices.
6. Recognizing natural consequences (fall and get hurt) and enforcing logical consequences (spill something then cleans it up) respectfully.

MECK Pre-K program staff will support appropriate school behavior by:

1. Teaching and consistently reinforcing emotional and social skills daily.
2. Working with parents, administrators, support staff and teachers to develop and implement appropriate behavior interventions.
3. Coordinating referrals as needed to other specialized community program personnel to support children and families through the referral process.
4. Making every attempt to defer the suspension or exclusion of any children from the classroom or from the program.

MECK Pre-K Family Support Specialist will support appropriate school behavior by:

1. Contact the family regarding their behavior concerns.
2. Conduct onsite observations.
3. Provide family with referrals/resources.

Breakfast and Lunch

- The kitchen staff prepares breakfast, lunch and snack. Posted menus align with the United States Department of Agriculture (USDA) and the Child and Adult Food Program (CACFP) nutrition guidelines for children.
- If parents choose to pack their child's lunch, please contact the site director.
- Families will not be charged fees for meals (breakfast, lunch and snacks).
- If your child has a special diet and/or a diagnosis requiring in food preferences or requirements, it is the family's responsibility to provide dietary options and/or to work with the site administrators/staff to ensure your child's nutritional needs can be met during the school day.

Food Allergies

- If your child has a food allergy, you must provide this written information from a licensed health care provider to the site director. Please make sure it describes your child's specific allergic condition.
- Once documentation is received, the site will work closely with you to develop a healthcare plan that will minimize risk to the child, as well as an emergency healthcare plan in the event of an allergic reaction.
- All foods brought to school to be served to the children must be pre-packaged and the food ingredient label must be attached.

Celebrations

The center directors in collaboration with the classroom teacher will determine when celebrations surrounding special occasions can take place.

- For all celebrations that include food please refer to the specifications listed in the Food Allergy section above.
- All celebrations should take place at the end of the day or at the director's discretion to decrease interruptions during the school day.

Birthdays are a very important time for most young children. Teachers will recognize children in many ways on their "special day." If you would like to add to this celebration, arrange with your child's teacher to send a cookie or a cupcake (must be purchased from a commercial kitchen, e.g., Food Lion, Harris Teeter, etc.) for each class member on your child's birthday. We would like these to be eaten after lunch as a dessert. No birthday parties will be held during the instructional day.



Emergency Procedures and First Aid

In case of a suspected contagious disease or emergency, these procedures are followed:

- The parent is contacted.
- The parent is asked to take the child home or to a doctor.

Incident Procedures

Minor Incidents:

- The school will contact the family.
- The family will receive an incident report.

Serious Incidents:

- The school calls 911.
- The parent is notified.

If necessary, the student is sent with an accompanying adult to the hospital of the parent's choice as indicated on the emergency contact card/form.

Medication

ALL MEDICATION SHOULD BE GIVEN AT HOME.

However, some students need medication during school hours in order to receive maximum effect of treatment. In these cases, a Medical Authorization Form must be submitted containing the following information::

- The name of the drug, dosage and the time interval that the medication is taken. Additional forms may be picked up at the school office.
- All prescription medication must be in the original container with the prescription label and child's name.
- Non-prescription medication such as aspirin can only be given with the written permission of the parent and physician. And must be in the original container with the label attached. No medications will be accepted without the Medical Authorization Form.
- Children are not to handle any medication. Medication should be handed from parent to teacher.
- There are no medically trained nurses or physicians on site. Should your child require staff to administer medication, please communicate and plan directly with the site administrator for your assigned MECK Pre-K location.

Health Assessment

A completed Health Assessment must be on file within **30 days** of your child's first day of attendance at the site. Health assessments must have the following 5 areas:

Physical, immunization, vision screening, hearing screening, dental screening.

Illness or Sickness

In the case of a fever or upset stomach, the child should remain at home. When a child appears to have a contagious or communicable disease, parents are contacted. Parents may be asked to take their child to a doctor. The site director will determine if a child is too ill to remain at school. Any child experiencing the following symptoms will be sent home:

- A fever of 100 degrees or higher (child may return to school after the fever is completely gone without the help of medication for at least 24 hours)
- Contagious skin or eye infection
- Diarrhea three times in a two-hour span (child may return to school once he/she is clear of all symptoms for at least 24 hours)
- Vomiting (child may return to school once he/she is clear of all symptoms for at least 24 hours)

State law requires that we notify parents of children who are exposed to certain contagious diseases. This will be done through a written notice sent to parents.

If your child becomes infected with a contagious disease, please notify the school immediately so the director can notify families of other children who may have been exposed to the disease. Some contagious diseases include flu, chicken pox, measles, pink eye, impetigo, ringworm, pinworms and head lice.

Transportation

Parents or guardians who bring children to school in the mornings must walk them to the classroom, sign them in and let the teacher or assistant know that the child is present. Never leave a child in the classroom alone. When picking up a child, make sure the teacher or teacher assistant is made aware that the child is leaving. Parents providing children with transportation are asked to be on time for drop-off and pick-up. Late pick-ups may result in wrap-around fees.

Your child will be released only to the parent(s) or other persons authorized by the parent. The designated person must show identification that matches information on file at the site.

Sites may provide transportation to MECK Pre-K families. Transportation should be arranged with the center your child is attending and may be subject to fees.

Parent Engagement

Parent Engagement is key to your child's success in school. Parents are important to the success of our program as well. MECK Pre-K requires parents/guardians to complete a total of 7 contacts:

Home/School Participation

Each family is expected to:

1. Attend and/or view the MECK Pre-K Parent Orientation
2. Allow teachers to complete a Meet Greet at your home
3. Participate in two to three (2-3) parent conferences
4. Read at least 100 books with their child during the course of the year
5. Listen to the 2-minute ReadyRosie video and complete the activity with your child every week
6. Participate in at least one parent event at the school
7. Attend at least one parent education workshop offered by the school

Parents are required to verify compliance of meeting the expectations by signing the parent signature form in the classroom/home visit.

Below are some ways that you can fulfill your parent reading requirements:

- Books will be sent home except during school breaks.
- Books/magazines from school or the public library may also be read.
- Books may be read by parent or other adult family members.
- Families fill out the reading log and return to the teacher.

In addition to reading, here are other ways you can engage in your child's learning experience.

School Visits

Although parents are expected to have seven school visits during the course of the year; you are also encouraged to volunteer, visit or attend school functions as often as your schedule allows. Opportunities include:

- Volunteering in the classroom (i.e., meals, celebrations)
- Accompanying the class on field trips

Parent Education

- Attend at least one school wide function such as Parent Workshops.
- Utilizing Community Resources such as the Charlotte-Mecklenburg Library, the YMCA, ImaginOn, Discovery Place
- Receiving and learning about family support with Community Partnerships such as Smart Start, Child Care Resources Inc., Thompsons Child & Family Services, Mecklenburg County Health Department, Care Ring, Communities in Schools

Before and After School Care

The MECK Pre-K Program may provide before and after school care support for Pre-K children. Any supervision needed before or after normal school operational hours should be arranged with the center your child is attending and is subject to any applicable fees. If your child is receiving childcare subsidy, it can be applied to wrap around care services. For more information about childcare subsidy, please contact Child Care Resources, Inc. at 704-376-6697.

Clothing

As you know, young children are extremely active. Please dress your child for play and according to weather conditions. Tennis shoes or other rubber soled shoes are the safest footwear choices. Sandals, flip flops, shoes with wheels, open-toe shoes, or elevated heels are not safe for young children and are not recommended.

Classrooms are not equipped with changing tables or wipes, so it is imperative that your child is potty-trained and have the capacity to express their desire to go to the bathroom and independently manage their clothing.

Parents are asked to send a complete change of clothes to school (i.e. bottom, top, socks, and underclothes). The clothes are kept in the child's individual cubby to be used in case of accidental soiling or wetness. If your child comes home with clothes provided by the school, please remember to wash and return them to school. Clothing kept at school should be appropriate for the current season.

Please Note:

If your child's school has a school uniform policy, Pre-K students must follow the dress code.

Face coverings (mask) may be required for children to wear daily and for parents as they drop off and pick up their child.

Note: Additional guidance will be provided by the site administrator.



Required School Supplies

- Book Bag
- Change of clothing (seasonably appropriate)

Required Information Must be kept updated

- Current address
- Current email
- Current phone number/contact information
- Current physical
- Current hearing screening (included in the physical)
- Current vision screening (included in the physical)
- Current immunization record
- Current dental screenings
- Current Medical Action Plans (Asthma, Allergy, etc.)
- IEP's, Speech, OT and other educational developmental plans



MECK Pre-K Learning Compact

Parent and Family Responsibilities

- ✓ Make sure my child attends school every day and arrives on time.
- ✓ Make sure my child has a completed health assessment on file.
- ✓ Make sure my child is well rested.
- ✓ Check my child's book bag every day for home/school communication.
- ✓ Make childcare arrangements for my child before school and after school.
- ✓ Allow school staff to conduct a "Meet-n-Greet" at the beginning of the school year.
- ✓ Attend a parent orientation session, three (3) parent-teacher conferences, one (1) classroom event, and one (1) parent education workshop during the school year
- ✓ Agree to read one-hundred (100) books (four (4) per week) with my child and sign the reading log.
- ✓ Agree to replace any books that are damaged or lost.
- ✓ Access ReadyRosie each week to teach my child at home.
- ✓ Contact teachers or staff when I have a question about my child.
- ✓ Pick up my child if he or she is sick or cannot be safely managed.

Student Responsibilities

- ✓ Be a positive contributor to the classroom community.
- ✓ Get a good night sleep.
- ✓ Bring my book bag every day.

In the MECK Pre-K Program we believe in the importance of families and schools working together. We believe that students do their best through the teamwork of students, families and educators. This friendly agreement lists the ways we all can contribute to the success of every student.



Teacher Responsibilities

- ✓ Provide a "Meet-n-Greet" for each family.
- ✓ Conduct at least two parent-teacher conferences annually.
- ✓ Provide a safe, welcoming environment for students and parents/guardians.
- ✓ Help parents/guardians identify ways to help their child learn the skills that will enable them to play cooperatively, be successful and ready for kindergarten.
- ✓ Communicate regularly with parents/guardians about children's social and emotional development and academic progress in school.
- ✓ Provide a book every day (Take-Home Reader) that the parent/guardian and child can read together.
- ✓ Provide high quality instruction to all students using Creative Curriculum.
- ✓ Assess students' progress using Teaching Strategies (TS) Gold.
- ✓ Teach and practice the social and emotional behaviors that will lead to cooperation.
- ✓ Enhance child's learning through MarcoPolo and ReadyRosie.

Site Administrator Responsibilities

- ✓ Welcome all parents/guardians and encourage them to take an active part in the school community and their child's education.
- ✓ Educate students, teachers, families and school staff about the importance of daily conversation and reading as well as the partnership approach of the Compact.
- ✓ Provide a variety of opportunities for parents/guardians to participate in school activities (i.e. parent workshops and volunteering).
- ✓ Ensure that translators or equipment are available so that all parents/guardians can participate.
- ✓ Encourages involvement of MECK Pre-K families at all school events.

Child Assessment

Your child's classroom will have the opportunity to be a part of the "Teaching Strategies Gold" assessment. MECK Pre-K also uses the Brigance and PAST assessments to track all areas of development and learning.

Your child's teacher will observe him/her throughout the school day, recording what was seen and heard by taking notes, collecting samples of your child's drawings and writings, taking photos, and recording audio or video clips.

You will receive information to inform you of your child's progress at the end of each trimester. For each area of development and learning, your child's current knowledge, skills, and behaviors will be listed. In addition, there is a section, that shares what skills and or behaviors that your child will be focusing on. Teachers will share ways that you can support your child's development and learning at home. When reading reports, it is important to remember that all children develop at different rates and that other factors can play a role in this development. MECK Pre-K is committed to helping your child grow to their fullest potential.

If you have any questions on how to read this report please contact your child's teacher.

Bullying Policy

Here at MECK Pre-K, each and every member of the staff at your child development center and all our program personnel are required to work diligently to uphold the responsibility of keeping your children safe, educated and supported throughout their time with us. As your children grow and their time in our program progresses, it is essential that we continue to address and uphold the standards you not only have a right to expect, but that your children deserve. We take your children's well-being seriously and will continue to ensure that we are honoring them by fulfilling our mission and maintaining standards to do so.

One of the pillars and very foundations of MECK Pre-K is and will always be that students remain physically, emotionally, and mentally safe while in our program. Specifically-bullying of any kind is, under no circumstance, tolerated in our classrooms, on our playgrounds, in our parking lots or in center common areas. Bullying is defined as "seeking to harm, intimidate, or coerce someone who is perceived as vulnerable" and includes intentional acts as well as acts perceived by others as hurtful or threatening. Whether this behavior occurs in the relationship:

- between students,
- between parent and child,
- between parents of the same child,
- between parents of different children,
- between parents and teachers,
- or through the encouragement by parents/families of their children to be violent in any way towards another student or any adult at school
- Bullying is NOT tolerated on any level.

MECK Pre-K Curriculum

How does MECK Pre-K ensure that the pre-K education we offer is high quality?

We do that by partnering with licensed child development centers, employing talented, licensed MECK Pre-K teachers, and using a comprehensive, research-based curriculum called The Creative Curriculum®.

The Creative Curriculum® is a hands-on, project-based approach to education that incorporates real life experiences into the learning process. MECK Pre-K students spend each day learning, practicing real life skills and expanding their knowledge. Teachers are trained to follow a child's interests, build on previous knowledge, and provide real world experience based on that knowledge.

Child Development and Family Support Unit

The Child Development and Family Support Unit with the MECK Pre-K program is charged with ensuring the overall development, wellness and need for support is honored throughout your child's time in MECK Pre-K. While the unit embraces the approach of your child as a whole-person, this unit works with teachers, side administrators, and appropriate community partners to create support plans for students so they may have what they need to access their education equitably in the classroom. These processes may include student and classroom observations, referrals to community programs, referrals for further developmental evaluations, and/or the creation of individual classroom support plans. Families are asked to be full partners in this unit's endeavor to approach their education in a way to support children's success in our academic settings.

Guiding Parents to Services (GPS)

Guiding Parents to services (GPS) is a funded program of Smart Start of Mecklenburg County, and may also serve MECK Pre-K families working with the Child Development and Family Support Unit. GPS supports families with children 3-5 years old as they explore educational options when medical, developmental, or behavioral concerns may impact their needs. GPS provides hands-on support with navigating resources, parent-to-parent connections, and informational presentations. This program requires a referral and is provided to families at no cost.



Home/School/Parent Agreement

We agree to work together to help _____ be successful in the MECK Pre-K program. We promise to communicate in person, by telephone or in writing whenever necessary and sincerely invest in our child's education. We understand the vision of the county, the philosophy and goals of the MECK Pre-K Program and the commitment of the site that we chose and in doing so agree and accept full responsibility for cooperating in every way possible in the process, progress and success of our child's education.

We understand that failure to adhere to all MECK Pre-K policies outlined in this parent handbook, including the seven (7) parent engagement activities may jeopardize my child's enrollment in the MECK Pre-K program.

By initialing the areas below I agree that the handbook has been reviewed and I have read and understand its content.

____ Attendance ____ Transfers & Withdrawals ____ Behavior Policies
____ Field Trips ____ Meals & Food Allergies ____ Transportation
____ Parent Engagement ____ Emergency & First Aid ____ Afterschool Care
____ Home/School Connections ____ Assessment & Teaching Practice

I, _____ authorize the MECK Pre-K program and/or RocketFuel Brands to use images and audio recordings of my child, such as photographs, video and audio tape, as well as student work product, for purposes of publicity, program activities, and to fulfill contractual obligations of the MECK Pre-K program. Such image and voice reproductions may appear in photographs, on video or DVD, on the Internet, or in other formats as Smart Start of Mecklenburg County deems appropriate.

Parent/Guardian's Signature _____ Date _____

Teacher's Signature _____ Date _____

MECK Pre-K Parent Handbook Signature 2023-2024



Child's Name _____

Parent/Guardian's Name _____

Date _____

STUDENT COMPACT

We agree to work together to help _____ be successful in the MECK Pre-K program. We promise to communicate in person, by telephone or in writing whenever necessary. We understand that attendance matters for child development and school readiness and will work to ensure that _____ arrives to MECK Pre-K on time and attends at least 90% of scheduled school days (and more to the extent possible).

As a family committed to your child's success, you will fulfill the responsibilities listed in the student compact. Accurate records will be kept of your child's attendance, parent/family participation and your child's progress. You, as a parent/guardian, understand that if you do not fulfill the parent and family responsibilities listed in the student compact, despite supportive services, your child may be removed from the MECK Pre-K program.

Parent/Guardian's Signature _____ Date _____

Teacher's Signature _____ Date _____

I have carefully read the Parent Handbook for the MECK Pre-K program and accept full responsibility for cooperating in every way possible including regular and on-time attendance.

Parent/Guardian's Signature _____ Date _____

I give permission for my child to travel outside the center grounds. Children will be carefully supervised by the teaching staff. I also understand that parent and community volunteers may occasionally provide teacher support in MECK Pre-K classrooms.

Parent/Guardian's Signature _____ Date _____

I, _____ authorize the MECK Pre-K program (and MPK's marketing team - RocketFuel Brands to use images and audio recordings of my child, such as photographs, video and audio tape, as well as student work product, for purposes of publicity, program activities, and to fulfill contractual obligations of the MECK Pre-K program. Such image and voice reproductions may appear in photographs, on video or DVD, on the Internet, in advertising/media campaigns or in other formats as MECK Pre-K/Mecklenburg County/Smart Start deems appropriate.

Parent/Guardian's Signature _____ Date _____

MECK Pre-K/Family/Student Pledge Form

It is important that families and teachers work together to help students achieve high academic standards. The following are agreed-upon roles and responsibilities that we as partners will carry out to support student success.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that follow the **NC Foundations for Early Learning and Development**.
- Have high expectations and help every child develop a love of learning
- Communicate regularly with families about student progress
- Provide a welcoming, warm, safe and caring learning environment
- Participate in professional development opportunities that improve teaching and learning
- Support partnerships with families and community
- Respect the school, staff and the cultural differences of my students and their families

Signature

Date

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Be respectful and use positive communication when communicating with all MECK Pre-K staff, families and community partners
- Adhere to all terms of the bullying policy
- Make sure my child arrives at school on time and remains until dismissal time
- Make sure my child is well rested for school
- Support the staff in their efforts to promote appropriate behavior
- Communicate regularly with my child's teacher
- Ask my child about his/her day and monitor for communications from school every day
- Return requested information in a timely manner
- Support my child with home-school activities
- Read one hundred (100) books and submit the reading log to the teacher
- Access ReadyRosie to provide learning opportunities for my child at home
- Attend a parent orientation session, three (3) parent-teacher conferences, one (1) classroom event, and one (1) parent education workshop during the school year
- Submit a completed health assessment (physical, immunization, dental) within 30 days of my child's start date
- Watch out for other children and vehicles upon arrival and dismissal

Parent/Guardian Signature

Date

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn
- Learn and follow classroom rules
- Talk to my family about my school day activities
- Respect the school, my classmates and their families and my teachers

Parent Signature indicates they have discussed with child

Date

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TeachingStrategies®



CHARLOTTE
SPEECH &
HEARING
CENTER



MarcoPolo
Learning



Child Language & Developmental Speech
Helping Children Reach Their Full Potential

2023-2024 School Calendar

Teacher Workdays	August 16-25, 2023
"Meet-n-Greet"	August 24-29, 2023
Staggered Entry	August 30 - September 1, 2023
Holiday	September 4, 2023
First Day of School	September 5, 2023
Early Release Day	September 20, 2023
Teacher Workday	September 25, 2023
Early Release Day	October 18, 2023
Teacher Workday	November 6, 2023
Holiday	November 10, 2023
Annual Leave Day	November 22, 2023
Holiday	November 23-24, 2023
Teacher Workday	December 20, 2023
Holidays	December 21-25, 2023
Annual Leave Days	December 26-29, 2023
Holiday	January 1, 2024
Teacher Workday	January 2, 2024
Martin Luther King, Jr. Holiday	January 15, 2024
Teacher Workday	January 25, 2024
Early Release Day	February 14, 2024
Holiday	February 19, 2024
Early Release Day	March 13, 2024
Teacher Workday	March 28, 2024
Spring Break/Holiday	March 29, 2024
Spring Break/Annual Leave Days	April 1-5, 2024
Memorial Day Holiday	May 27, 2024
Last Day of School	June 7, 2024
Teacher Workdays	June 10-11, 2024

Make-up Days:

1. November 6
2. November 7
3. December 20
4. January 2
5. January 25
6. March 29



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