

RUNNELS

Preschool



A Guide for Parents

Dear Parents,

Welcome to Runnels Preschool! Whether your child is entering preschool for the first time, or he/she is an "upper-classman" among the little ones, this will be an exciting adventure. We appreciate the opportunity to be the "tour guides" and to share the joy of discovery with your child.

It is during these early years of schooling that seeds of important attitudes and impressions are planted. Our faculty and administration strive, most of all, to create a warm and enthusiastic environment for the nourishing of these seeds. We promise to be conscientious gardeners, helping your little one experience the thrill of learning.

Please join us in this endeavor. Working together, we will succeed!

Sincerely,

Gladys Runnels

Principal

FOREWORD

A school is successful when its students succeed. When the students succeed in mastering academic skills, in achieving true friendships, and in participating in the total life of the school community, then the parents and faculty join the students in the joy of success.

The purpose of this guide is to help Runnels School students, with the assistance of their parents, realize these successes. A clear understanding of our school's goals and expectations is an important first step toward school success.

No set of rules, however, can ever be either perfect or complete. At Runnels the worth of an individual person has always been held more precious than any set of rules. As Runnels continues to grow and flourish, may it always adhere to this principle.

Children Learn What They Live

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, she learns to fight.

If a child lives with ridicule, he learns to be shy.

If a child lives with shame, she learns to feel guilty.

If a child lives with tolerance, he learns to be patient.

If a child lives with encouragement, she learns to be patient.

If a child lives with praise, he learns to appreciate.

If a child lives with fairness, she learns justice.

If a child lives with security, he learns to have faith.

If a child lives with approval, she learns to like herself.

If a child lives with acceptance and friendship, he learns to find love in the world.

Dorothy Law Nolte

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WHAT IS RUNNELS?

The oldest independent school in Baton Rouge, Runnels was founded in 1965. It began as a preschool, and grew into an elementary school in 1970. The Junior-Senior High School began in 1983.

Runnels School is an independent, non-sectarian, co-educational, nonprofit institution whose purpose is to provide a college preparatory program of studies to students from age 2 through grade 12. The school - its faculty, administration, and curriculum in all programs - is fully accredited by the State Board of Elementary and Secondary Education.

Our students take part in the fullest kind of learning - the kind that encourages not only academic skill and curiosity, but initiative and responsibility as well. This is the type of education that sets students on a course toward productive lives. Whether in the classroom or on the playing fields, they are made ready for the challenges yet to come.

We believe that what happens to us in youth sets a pattern for the way we choose to live the rest of our lives. At Runnels School, we help young people make the most of this time, and the best of themselves.

LITTLE PEOPLE ARE INTERSTING!

No two preschoolers are exactly alike in every way, but they do have many common characteristics. What are some of these characteristics?

Physical Characteristics. Preschoolers suffer from growing pains. They are noisy, restless, squirming bundles of energy. They play hard, tire easily, and can sit still only a short time.

They are undergoing physical changes that improve eye-hand coordination, although they are still awkward with pencil and scissors. They are clumsy, fall often, and need help with zippers.

Mental characteristics. Preschoolers show an increasing sense of self. They reach out for more than they can handle. They learn by participation and exploration. They must touch, handle, explore, and touch again. They change their minds frequently and are highly dependent on adult direction.

Emotional Characteristics. Preschoolers are easily excited and their emotions range from the extremes of happiness to the depths of despair. They find it hard to accept responsibility for their own acts. They thrive on praise and approval.

Social Characteristics. Preschoolers are highly individualistic. They want to show off, to win, and to be first. They are changeable in their relationships to others, and they hate rules and regulations.

The Runnels Preschool Program is designed to help fulfill and meet the needs of your preschool child - physically, mentally, emotionally, and socially.

PHILOSOPHY

The Runnels School is a comprehensive school dedicated to the emotional, intellectual, social and physical growth of the students in our preschool through high school programs. We believe that education is a cooperative effort among students, parents, faculty, administration and staff, designed to stimulate the creativity and academic achievement of the individual.

We believe in the importance of the individual and the value of a personal approach to education. We help each student to develop a realistic and positive self-image. We seek to develop self-discipline by encouraging positive behavioral traits. We respect the dignity of the individual and strive to discipline in a fair, consistent and caring manner.

We believe that a young person learns from his or her total experience in the school setting. Accordingly, we provide opportunities for social and physical growth in both the curriculum offerings and extracurricular activities.

We recognize that increasing in technical academic knowledge, social graces, and physical well-being is not enough for a complete education. We believe that a very important part of a child's growth is developing an appreciation of the arts. We strive to inspire this appreciation in many ways, and also provide an opportunity for self-expression in the arts.

We feel that each young person entrusted to us is important, and we consider it an honor and a privilege to be allowed to be a part of his or her life.

Enrollment

Admission to Runnels Preschool is based only on the availability of space in the program. (The admission procedure at the kindergarten level and higher includes an entrance exam and submission of records from previously attended schools.) Continuing enrollment throughout the Runnels system is based on satisfactory academic progress and acceptable social development of the student, on the parents' fulfillment of financial obligations to the school, and on the school's continuing ability to meet the needs of the student. In matters of judgment on these issues, final responsibility rests with the principal.

Traffic Procedures

Parents should at all times follow the traffic plan (explained in detail and mailed to each family before the start of school each year). Please call the main office to request an additional copy of our “Traffic Plan” (for the Jefferson Highway campus).

A teacher will open the car door and receive your child. Normal arrival time is 8:15-8:30 a.m. This schedule allows our shuttle bus to the Harrell’s Ferry campus to be gone before your child arrives. With permission, however, your child may be delivered between 7:45 and 8:15 a.m. if the needs of your personal schedule warrant early arrival. An example would be carpooling with a shuttle bus rider.

Please line up as directed in the traffic plan at all times - morning, noon and afternoon. Do not park and leave your car in the bus zones between 7:45 and 8:00 a.m., or between 3:00 and 3:45 p.m.

A teacher will supervise morning arrivals until 8:00 a.m., and dismissal between 3:15 and 3:45 p.m. At other arrival and departure times, please escort your child to, or meet him/her in the designated classrooms. Details about exact locations for delivering and picking up children will be explained at the beginning of each school year.

Curriculum

There are separate programs for each of the three segments of our preschool: two-year-olds, three-year-olds and four-year-olds. Although the comments are general in nature and apply to all of our preschool programs, the daily activities and content are appropriate for the needs of each group of students. Not all of the skills are introduced to the two- and three-year-olds.

Group Work

During the school day, we have classes in which the children participate in small groups in a variety of subjects and activities. The following descriptions of the various classes focus on content. The methods and structures of the group lessons are designed to involve the children in age-appropriate activities which lead them to discover that learning is fun!

Reading, Math, Language Arts, Science, Social Studies, Art, Handwriting, Music, and Storytime are the subjects included in our curriculum.

All students receive individual attention in both reading and math (in addition to their group reading and math lessons). Each teacher is assigned a certain number of children with whom she will be doing individual work on a daily basis. A report of your child's individual work progress will be sent to you monthly.

Group Reading involves lessons using various activities and strategies that introduce the idea of sound/symbol correspondences, develop vocabulary, and lay the groundwork for reading comprehension. The young students are involved in reading readiness until they are ready to approach the skills of reading. All children will have the opportunity to explore and experiment with reading at their levels of readiness and interest.

Group Math involves the children in a variety of mathematical investigations. They participate in activities which introduce them to mathematics concepts, recognition of numbers and their uses. They will have opportunities to discuss their discoveries

and see how mathematics is part of everyday life. Some will become competent in performing basic computations with speed and accuracy.

Language Arts provides opportunities for children to think, listen and talk with one another - an important way children learn. Through direct involvement with communication in action, young student refine their language skills, build their vocabularies, learn to formulate ideas, and develop some understanding of the power and limitations of language.

Science presents our students with opportunities for investigating the exciting world around them. They will learn just how fascinating science is, through observing, listening, exploring ideas together and through a variety of hands-on-science activities.

Social Studies involves the children in activities relating to what they know and see every day. These activities allow them to practice taking turns, to exchange ideas, to share materials, and to interact with adults and other children.

Music naturally delights and moves children. We hope to help them continue to grow in their appreciation of the beauty of music, because as they do, they will acquire a gift that will bring them great pleasure. Their music experiences at school will be enriched through song interpretation, rhythmic activities, developing musical listening skills and playing informal rhythm instruments.

Storytime familiarizes the children with a variety of literature and gives our teachers an opportunity to model joy in interpretive reading.

Handwriting is designed, at this level, to help the children become comfortable in the correct use of writing media (pencils and paper) and in assisting them to master the basic forms used in handwriting, such as lines and circles. Many of the four-year-olds begin writing letters and words.

Through the entire preschool curriculum we are developing the intellectual abilities of our students in the following areas:

Visual Discrimination - perceiving likenesses and differences in letters, words, sizes, shapes and colors.

Visual-Motor Perception - developing skill in eye-hand coordination.

Auditory Discrimination - hearing likenesses and differences in sounds of speech.

Thinking Abilities - learning and interpreting facts, building understanding of concepts, solving problems.

Oral Language Facilities - using language to communicate ideas.

Developing Interest in Reading - showing importance and use of pictures and books.

Individual Work

Young children love to learn and can learn at a very rapid pace. The value of early learning has been central to the Runnels School since its inception in 1965. These precious moments spent in individual lessons with your child are perhaps the most important moments of his school day. All students receive individual attention in both reading and mathematics. Each teacher is assigned a number of children with whom she does individual work. This is done on a daily basis, and details of each day's lesson are noted on Daily Record Sheets filed in each child's folder. Each student's progress is assessed periodically.

Individual Reading and Individual Math will be reported on a monthly basis. This written report (which will be sent home) reflects specific academic progress noted in the daily individual mathematics and reading lessons only. The material included in our program of individual lessons is indicated in an abbreviated form in the following sections on mathematics and reading. Children progress through the program at different rates. We allow their interest, ability and maturity to take the lead. Our teachers provide daily motivation, instruction, encouragement and a positive experience in "Individual Lesson time."

Mathematics

A's are counting to 100 by ones, tens, fives, and twos. B's are flash cards. C's are numbers shown on fingers. D's are addition flash cards. E's are subtraction flash card. F's are working with objects to show number relationships. In Individual Math all children will begin work in Branches A, B, C, and F.

Branch A - Counting to 100 (orally)

A1 = by ones

A2 = by tens

A3 = by fives

A4 = by twos

Branch B - Number Recognition (flash cards)

B1 = 0,1,2,3,4,5

B2 = 6,7,8,9,10

B3 = 11,12,13,14,15

B4 = 16,17,18,19,20

B5 = 21,22,23,24,25,26,27,28,29

B6 = 10,20,30,40,50,60,70,80,90,100

B7 = 30,31,32,33,34,35,36,37,38,39

B8 = 40,41,42,43,44,45,46,47,48,49

B9 = 50,51,52,53,54,55,56,57,58,59

B10 = 60's

B11 = 70's

B12 = 80's

B13 = 90's

B14 = 100,200,300...900

$$B15 = 1000,2000,3000\dots 10,000$$

$$B16 = 109,208,307\dots 901$$

$$B17 = 180,270,360\dots 990$$

$$B18 = 124,235,346\dots 913$$

$$B19 = 1000,1100,1200\dots 1900$$

$$B20 = 1200,2300,3400\dots 9100$$

This progression continues through millions and proper fractions.

Branch C - Finger Manipulation (“Show me ____ fingers”)

$$C1 = 0-5$$

$$C2 = 6-10$$

$$C3 = 11-15$$

$$C4 = 16-20$$

$$C5 = 21-30$$

$$C6 = 30's$$

$$C7 = 40's$$

$$C8 = 50's$$

$$C9 = 60's$$

$$C10 = 70's$$

$$C11 = 80's$$

$$C12 = 90-100's$$

Branch D - Addition Facts (flash cards)

Branch E - Subtraction Facts (flash cards)

Branch F - Object Manipulation (Child is requested to arrange a specified number of objects.)

Reading

Individual Reading consists of the use of flash card and books. These flash cards are made from a list of 1223 words. The words are divided into sets of ten cards each. Sets 1-5 consist of letter recognition (upper and lower case alphabet). Beginning with set 6, the sets consist of sight vocabulary words which correspond to the vocabulary words found in the books selected for this program. The order of the words in our vocabulary list coincides with the order in which we read the books. After a student has learned a certain number of words, he or she begins reading in a book. The teacher determines when a student is able to begin a book. At no time is a child “held back” in his/her learning because of age, and at no time is a child pushed beyond his/her own interest and desire to move ahead in the lessons. Each child sets his/her own pace.

In the monthly progress report sent home, the reading sets are mentioned as well as the name of the book your child is currently reading. Example: Sets 10,11, *Now I Read*.

Home Readers

When your child is ready, he or she will be issued Home Readers (or word cards to study.) The home readers play an important part in developing your child’s reading skills. Please take time to listen to him or her read each day.

Sharing the joy of reading with your child is one of the nicest gifts you can give to a son or daughter.

These readers are geared to your child’s current level of reading in his individual work; they are not meant to be the only books your child reads at home. Continually encourage your child to look at other books and make frequent trips to the library to spur his/her interest in reading.

When your child brings home his/her first Home Reader, he/she will bring an accompanying letter which gives some suggestions for the best procedure for helping “little ones” with reading at home.

When your child completes a reader, it must be returned in order to receive a new one. When the reader is returned, please make certain that your child's name is noted on a marker placed in the book, or on the folder containing the book.

Home/School Communication

We do want the parents of our students to be aware of and actively involved in the education of their children.

Conferences

Parent-teacher conferences are not scheduled on a regular basis. However, if your child is having difficulty with lessons or if his/her behavior is interrupting classes, you will be notified. If you have any questions about school in general or about any part of your child's preschool experience, please call the principal at the main office (751-5712) during regular school hours; or call the preschool director during the afternoon (927-5803). If you need to speak to a teacher about your child, office personnel will ask the teacher to return your call, or they will help arrange a conference if that is your preference. We want to work with you on any problems which may arise and we want to make certain that any questions you have are answered.

The Runnels Newsletter

The school publishes and mails a newsletter to parents. The purpose of this publication is to keep you in touch with what is going on in the various programs of our school. It contains announcements of general interest as well as reports from different age groups about special activities. Parents and teachers are encouraged to contribute articles or announcements which would be of interest to others in the school family. Please direct articles or information for articles to the Newsletter Editor.

We feel that The Runnels Reporter is an important vehicle of communication and hope that you enjoy reading it.

School Papers

All school papers go home on Friday, except those held to be placed in the children's scrapbooks/portfolios (which are given

to the children at the end of the school year). Remember that some of the most important learning experiences for preschool children happen during “hands-on” activities - experimenting, discovering, interpreting, sharing, and interacting with others. To measure how much the children are learning by the number of “pages” seen would be discounting the most valuable parts of a preschooler’s day!

School Pictures and the School Yearbook

Pictures of individual students are taken by a professional photographer, and you will have the option to buy your daughter’s or son’s. Each year we prepare a yearbook containing individual pictures of all students attending Runnels School, as well as candid snapshots. You will have the opportunity to order a yearbook during the yearbook sales campaign.

Open House

In the early fall you will be invited to attend Open House. Please take this opportunity to meet your child’s teachers. The exact date, time and details will be announced in the school newsletter.

Organizations for Parents

Several organizations foster greater parental participation in school affairs. The *Runnels Parents Organization (R.P.O.)* is involved in a wide variety of activities to serve the school. All parents are welcome to participate in projects of the R.P.O. There are no dues. There are many ways you can be involved, and the school newsletter will inform you of meetings and events of this organization.

The *Booster Club* focuses on events to further the athletic programs of the school. Any Runnels parent is welcome to join, but there are membership dues. The newsletter will announce meetings, events and projects sponsored by this parent organization, also.

The Runnels Schools, Inc., is the non-profit corporation

responsible for the policies and direction of the school; membership is open to all friends of the school. Costs include an initial membership contribution and annual dues set by the corporation members at their annual dinner meeting. Corporation members elect the Board of Trustees, responsible for the business affairs of the school, including tuition costs and faculty salary schedules.

For further information on any of these organizations, call the school office (751-5712), and ask to speak with Dr. or Mrs. Runnels.

School Records

If there is a change of address, phone number at home or work, emergency number, or any data on your Family Information Form, please notify the school as you bring your child, or by phoning 751-5712.

Information on the Runnels Schools

The staff of the main office at the Elementary, Junior High and High School location (17255 South Harrell's Ferry Road) is here to serve you. If you would like a guided tour of our facility, or would like to speak with the principal or headmaster, please call for an appointment. You are welcome to call or visit either of our campuses if you would like to learn more about the other divisions of our school, or just to get acquainted.

Our school maintains two websites, one, for information to the general public. You might enjoy visiting this website (www.runnels.org) to learn more about all of the programs offered at Runnels. Another website, "STAR" — "School Talk At Runnels" (www.runnelsstar.com) was created to serve those within our school family. This website includes more specific information about things going on during the year and is updated frequently.

General Policies

School Hours

The school day begins promptly at 8:30 a.m. and ends at 12:00 p.m. Dismissal time for the all-day program is 3:00 p.m. Our teachers have other responsibilities following school hours and we must ask parents to have children picked up promptly at dismissal times.

On occasion, due to various reasons, parents may be late picking up their children. Any child remaining on the Jefferson Highway campus after 3:45 p.m. will be conveyed to the After-School Care personnel for safekeeping, and parents will be billed a fee to help defray the cost of maintaining the after-school service. Please call in advance if you know you will be detained.

Extended After-School Care (held at both school campuses) is available as an optional service each regular school day for the convenience of parents and students (for a monthly fee charged by Runnels School Services). This service, available from 3:00 - 6:00 p.m., includes activities appropriate for the students' ages and with regard to weather conditions. Supervised play outdoors and indoors, a snack period, and study time (for older children) are part of each afternoon's daily schedule. For additional enrollment information and program details, contact personnel in the business office at the main campus.

Disciplinary Policy

It is the policy of Runnels School that corporal punishment in any form will not be used as a disciplinary measure.

We use a discipline program with a positive focus. We teach even our youngest students that they are responsible for their actions. With gentleness, kindness and patience, preschool teachers reward children who cooperate and have age-appropriate consequences for those who do not choose to cooperate. "Time-out" and "gentle talks" are the most frequently used consequences. If a child repeatedly chooses not to cooperate, or if his/her misbe-

havior is severe and disruptive to the other children, the preschool director or the principal may call you to arrange a conference. Sometimes a joint effort by parents and teachers can help a little one learn acceptable behavior.

Temporary suspension from school or expulsion are other possible consequences of serious misconduct, although rarely necessary.

Authorized Drivers

We will not allow unauthorized persons to pick up your child. Please call the school or send a note to indicate that a different identified driver has your permission to pick up your child. If that substitute driver is not known to us, we will require identification to be shown before we allow your child to leave.

Naptime

The children enrolled in the afternoon program (12:00 - 3:00 p.m.) will have a naptime immediately after lunch on their personal “rest” pads. These pads, provided by the parents, can be a plastic pad that is covered or a sleeping bag. “No Nap” options are available for 3’s and 4’s (for those who do not nap).

School Health Policies

The obvious general rule is that the child must be well and completely recovered from any illness before returning to school. It is not fair to the other children or the teachers to expose them to contagious disease. Sometimes a disease can be far more serious than it appears, to some children if not to others.

Some reasons to keep your child at home

1. A temperature of 100.5 or greater within a 24 hour period. A child with this kind of temperature is considered to be ill and may be contagious. For the child's comfort and to prevent spreading illness, children will not be permitted in school with a temperature 100.5 or higher.

2. Persistent/Disruptive cough. This type of cough may not only be contagious but is also disruptive to other students in the classroom.

3. Head Lice/Nits. If a child is known to have a head lice infestation he or she will not be permitted in school until the child is nit free. Any child with lice must be treated along with their environment and be nit free before returning to the classroom.

4. Chicken Pox. A student with chicken pox may return to school after all lesions are scabbed over and all coughing has subsided.

5. Untreated strep throat. A beefy red swollen throat with white patches or ulcerations characterizes strep throat and is usually accompanied by a temperature. These symptoms are usually present but not always. Strep is very contagious and potentially can cause serious complications. If your child complains of a sore throat, these complaints may warrant a throat culture at your doctor's office. If your child is found to have strep throat he or she may return to school after being treated for 24 hours and is afebrile (no temperature).

7. Vomiting and/or diarrhea. Obviously, any child should

be kept home if vomiting or actively having diarrhea.

8. Conjunctivitis or “pink eye”. Conjunctivitis is very contagious. The sclera or the white of the eye is pink and glassy in appearance with purulent drainage. In the morning the eye is typically glued closed. The student will be permitted to return to school after being medicated and the absence of purulent drainage.

9. Very young children,, especially those children in pre-school, with green nasal drainage are very contagious because they are not able to effectively remove this drainage. They wipe their secretions with their little hands and pass on those germs to the other children via the toys and other handled objects in their environment. Keep them home until their nasal drainage is clear in color.

Your cooperation will be appreciated. This policy applies to all students and protects all of the children. If you have any questions regarding your child’s particular illness, please call the clinic at 756-5837.

Medication Policy

If your doctor advises that your child may return to school while still taking medicine, you must be responsible for administering it. In this case, consider administering the medicine before leaving for school and on returning home to avoid having to come to school to administer the medicine.

Health Form and Authorizations for Emergency Medical Treatment and First Aid Treatment

It is important every year that your child have on file at school a current and complete immunization record. This card (which is available from your doctor) **MUST BE AT SCHOOL BEFORE THE FIRST DAY OF SCHOOL.** This form must be signed by a doctor. It is also necessary that the “*Authorization for Emergency Medical Treatment*” form and the “*Authorization for First Aid Treatment*” form mailed to each parent in the summer, **BE COMPLETE AND ON FILE AT SCHOOL BEFORE THE**

FIRST DAY OF SCHOOL.

We are required by the State Department of Health and Human Resources to report on the immunization records of our students. We must have on file an up-to-date Health Form on each student BEFORE THE OPENING DAY OF SCHOOL. More detailed information concerning medical and health policies will be given to parents at the beginning of each school year.

School Clothing

Please dress your child in clothes he/she can manage easily when going to the bathroom. Overalls and big belts are often the cause of “accidents” when a child realizes too late that he or she needs help before using the bathroom.

Please do not send your child to school in western boots. Tennis shoes (sneakers) seem to work best as footwear for preschoolers because they do not slip as much on playground equipment, stay on feet better, and the children seem to have fewer problems with blisters, footaches, and kicking accidents during activities.

Personal Belongings

Each child is assigned a labeled locker at school. PLEASE LABEL all coats, hats, sweaters, gloves, and other clothing generally removed at school. Please also label your child’s lunch box. Tapes, books, and toys may be brought to school for “show-and-tell” but PLEASE LABEL these also. (Children are never to bring toys from home, except for “show-and-tell”.) Other children may have duplicates of what your child brings to school, and if the items are not labeled we will have no way of knowing who the owner is.

Your child should not bring toys or money to school, except for a special occasion by request of the teacher. If your child needs to bring money to school for a special program or trip, send the money in a sealed, clearly labeled envelope.

Field Trips

Special permission forms must be signed by the parent or guardian before a child may go on any field trip. A note stating the details of the trip and a permission form will be sent home in advance of any outing.

On the days of field trips, students must be at school by 8:30 a.m. If you do not wish your child to go on a particular field trip in which the entire student body will be participating, it will be necessary for you to keep your child home from school that day. Please contact the school if you have any questions regarding field trips.

Birthdays

Birthdays may be celebrated at school if advance arrangements have been made with teachers. Parents may bring refreshments to be shared at this time. Personal gifts should not be brought for your child's birthday.

Parties and Special Events

We have many parties throughout the year. Parents' help is greatly appreciated. Preschool party coordinators will contact you at the beginning of the school year to give you an opportunity to participate. We traditionally celebrate Thanksgiving, Hanukkah, Christmas, Valentine's Day, Mardi Gras, and Easter. There are also many other special events - such as "Pizza Parties" in the fall, Open House Evenings, Book Fairs, and Spring Picnics. You will receive details about special events through the year.

Emergency Procedures

When there is a severe weather emergency threatening our area, we will conform to any early-morning (or night-before) decisions of the East Baton Rouge Parish School system to close schools for that day. We reserve the right, however, to exercise our own judgment to cancel classes even if the public school classes remain open, to remain open for the remainder of a school day even if the public schools close, or to re-open sooner than the public schools following a closing.

If you are unsure of the situation, please attempt to call the school office, listen to radio and television, or check our STAR (www.runnelsstar.com) website.